

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485297  
Invoice Date: 23 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

## FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                               |
|-----|--------|------------------|-------------------|-----------------------------------------|
| PD  | 00214  | 25Nov16 09:30 am | 25Nov16 10:30 am  | OTTAWA INTL - TORONTO BILLY BISHOP ARPT |
| PD  | 00241  | 25Nov16 05:00 pm | 25Nov16 05:56 pm  | TORONTO BILLY BISHOP ARPT - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL         |
|------------------------------|--------------|-------------|----------------|---------------|
| PORTER AIRLINES              | 511.00       | 77.52       | 85.24          | 673.76        |
| BSP CANADA, IATA 0065810605  | 79.90        | 4.00        | 0.00           | 83.90         |
| Total Fares:                 |              |             |                | 590.90        |
| Total Taxes:                 |              |             |                | 85.24         |
| Total GST/HST:               |              |             |                | 81.52         |
| <b>Invoice Total:</b>        |              |             |                | <b>757.66</b> |
| <b>Payment(s):</b>           |              |             |                |               |
| 23 Nov 16 Credit Card        |              |             |                | 673.76        |
| 23 Nov 16 Credit Card        |              |             |                | 83.90         |
| <b>Total Payments:</b>       |              |             |                | <b>757.66</b> |
| <b>Balance Due (CAD):</b>    |              |             |                | <b>0.00</b>   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

## TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484955  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| AC  | 08637  | 21Nov16 05:10 pm | 21Nov16 06:15 pm  | HALIFAX INTL - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------------------------------|--------------|-------------|----------------|--------|
| Ticket # 9668374443 for MCKENNA/CATHERINE<br>MARY MS | 389.00       | 63.17       | 32.12          | 484.29 |
| BSP CANADA, IATA 0065799559                          | 39.90        | 2.00        | 0.00           | 41.90  |
| Total Fares:                                         |              |             |                | 428.90 |
| Total Taxes:                                         |              |             |                | 32.12  |
| Total GST/HST:                                       |              |             |                | 65.17  |
| Invoice Total:                                       |              |             |                | 526.19 |
| Payment(s):                                          |              |             |                |        |
| 20 Nov 16 Credit Card                                |              |             |                | 484.29 |
| 20 Nov 16 Credit Card                                |              |             |                | 41.90  |
| Total Payments:                                      |              |             |                | 526.19 |
| Balance Due (CAD):                                   |              |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

TKT: 014 9666 374443 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 87502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8637 M 21NOV YHZYOW 0510P OK P0ZEXB 1  
NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 63.17 RC  
TAX: 25.00 SQ TOTAL: CAD 484.29  
AC ONLY

21NOV YHZ AC YOW Q15.00Q3.00 371.00CAD389.00END  
> RLOC 1V



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484903  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| AC  | 08632  | 21Nov16 10:30 am | 21Nov16 01:25 pm  | OTTAWA INTL - HALIFAX INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------------------------------|--------------|-------------|----------------|--------|
| Ticket # 9586374433 for MCKENNA/CATHERINE<br>MARY MS | 585.00       | 79.97       | 30.12          | 695.09 |
| BSP CANADA, IATA 0065799531                          | 39.50        | 1.98        | 0.00           | 41.48  |
| Total Fares:                                         |              |             |                | 624.50 |
| Total Taxes:                                         |              |             |                | 30.12  |
| Total GST/HST:                                       |              |             |                | 81.95  |
| Invoice Total:                                       |              |             |                | 736.57 |
| Payment(s):                                          |              |             |                |        |
| 20 Nov 16 Credit Card                                |              |             |                | 695.09 |
| 20 Nov 16 Credit Card                                |              |             |                | 41.48  |
| Total Payments:                                      |              |             |                | 736.57 |
| Balance Due (CAD):                                   |              |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9586 374433 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8632 Y 21NOV YOWYHZ 1030A OK Y0LTB 1

FARE: CAD 585.00 TAX: 7.12 CA TAX: 79.97 RC  
TAX: 23.00 SQ TOTAL: CAD 695.09  
AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 567.00CAD585.00END  
RLOC 1V |  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6008  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484955  
Invoice Date: 20 Nov 2018  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Halifax - 7 November 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M2 : Hors de la zone d'affectation -  
sans nuitée

Motif du voyage: Mandat principal - Autre

Autre objet du voyage: Announcement

Nom de la demande de voyage: Halifax - 7 November 2016

Date de début du déplacement: 07/11/2016

Date de fin du déplacement: 07/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC469795

Fiscal Year: 2016-2017

Travel Outside Default N

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                                |               |
|------------------------------------------------|---------------|
| <b>Total des dépenses attribuées :</b>         | <b>546.36</b> |
| (Moins) Total des dépenses non remboursables : | 483.56        |
| <b>Total des dépenses remboursables :</b>      | <b>62.80</b>  |
| <b>Montant total dû voyageur :</b>             | <b>62.80</b>  |
| <b>Dépenses non remboursables</b>              |               |

| Type de dépenses                           | Date       | Montant en devise étrangère             | Montant de la taxe | Montant       |
|--------------------------------------------|------------|-----------------------------------------|--------------------|---------------|
| 5) Commercial Air                          | 04/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - - |                    | 483.56        |
| Manual Prepaid                             |            |                                         |                    | <u>483.56</u> |
| Porter Airlines                            |            |                                         |                    |               |
| Total des dépenses non remboursables (CAD) |            |                                         |                    | 483.56        |

### Dépenses remboursables

| Type de dépenses                                         | Date       | Montant en devise étrangère                                                 | Montant de la taxe | Montant               |
|----------------------------------------------------------|------------|-----------------------------------------------------------------------------|--------------------|-----------------------|
| 2) Allowance: Meals, Incidentals & Private Accommodation | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | NS#T ... 5.94      | 39.61<br><u>45.55</u> |
|                                                          | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | ON#T ... 1.98      | 15.27<br><u>17.25</u> |
| Total des dépenses remboursables (CAD)                   |            |                                                                             |                    | 62.80                 |

### Récapitulatif codes de taxes

| TVH                              | Montant total |
|----------------------------------|---------------|
| 10600 - 0070 - 0000 - - 8050 - - | 7.92          |

### Résumé des codes financiers

| Codes financiers                        | Total HT<br>Taxe | Total<br>TTC Taxe |
|-----------------------------------------|------------------|-------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 538.44           | 546.36            |

### Historique d'autorisation

| Date et heure | Approbateur | État d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *14/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *14/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482944  
Invoice Date: 4 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| PD  | 00219  | 07Nov16 11:55 am | 07Nov16 02:45 pm  | OTTAWA INTL - HALIFAX INTL |
| PD  | 00252  | 07Nov16 07:40 pm | 07Nov16 08:55 pm  | HALIFAX INTL - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL         |
|------------------------------|--------------|-------------|----------------|---------------|
| PORTER AIRLINES              | 255.00       | 46.42       | 98.24          | 399.66        |
| BSP CANADA, IATA 0065775472  | 79.90        | 4.00        | 0.00           | 83.90         |
| Total Fares:                 |              |             |                | 334.90        |
| Total Taxes:                 |              |             |                | 98.24         |
| Total GST/HST:               |              |             |                | 50.42         |
| <b>Invoice Total:</b>        |              |             |                | <b>483.56</b> |
| <b>Payment(s):</b>           |              |             |                |               |
| 04 Nov 16 Credit Card        |              |             |                | 399.66        |
| 04 Nov 16 Credit Card        |              |             |                | 83.90         |
| <b>Total Payments:</b>       |              |             |                | <b>483.56</b> |
| <b>Balance Due (CAD):</b>    |              |             |                | <b>0.00</b>   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

+++++ TICKET FULLY USED +++++

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

|                        |             |   |   |             |
|------------------------|-------------|---|---|-------------|
| Traveler Name:         | Minister    |   |   |             |
| Location:              | Halifax     |   |   |             |
| Dates of travel:       | 7 Nov. 2016 |   |   |             |
| Meals and incidentals: | B           | L | D | Incidentals |
| Monday                 |             | ✓ | ✓ |             |
| Tuesday                |             |   |   |             |
| Wednesday              |             |   |   |             |
| Thursday               |             |   |   |             |
| Friday                 |             |   |   |             |
| Saturday               |             |   |   |             |
| Sunday                 |             |   |   |             |
| Hotel receipt(s)       |             |   |   |             |
| Taxi receipts          |             |   |   |             |
| Miscellaneous receipts |             |   |   |             |
| Traveler signature     |             |   |   |             |

Please do not include meals that were provided during this trip.

Transaction

Page 1 of 1

## Out of Pocket Expenses: Details

Out of Pocket Expense: 07/11/2016

Amount: \$62 80 CAD

Meals and incidentals

View Linked Transactions  
Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request

Had to pay for  
lunch and dinner.

Enter the date range of travel.

Start Date

End Date

07/11/2016



07/11/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location   | Breakfast                | Lunch                               | Dinner                              | Incidentals              | Private Accommodation    |
|------------|----------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 07/11/2016 | Canada - Nova Scotia | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 07/11/2016 | Canada - Ontario     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

Calculate Allowances

### Summary

| Country | Location    | Meals | Incidentals | Private Accommodation |
|---------|-------------|-------|-------------|-----------------------|
| Canada  | Nova Scotia | 45.55 | 0.00        | 0.00                  |
| Canada  | Ontario     | 17.25 | 0.00        | 0.00                  |

Delete

Save

Cancel

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make and announcement and meet key stakeholders in Calgary - November 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Calgary - November 2016

Date de début du déplacement: 01/11/2016

Date de fin du déplacement: 02/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC486584

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                                |          |
|------------------------------------------------|----------|
| Total des dépenses attribuées :                | 2,016.92 |
| (Moins) Total des dépenses non remboursables : | 1,787.73 |
| Total des dépenses remboursables :             | 229.19   |
| Montant total dû voyageur :                    | 229.19   |
| Dépenses non remboursables                     |          |

| Type de dépenses                           | Date       | Montant<br>en<br>devise<br>étrangère    | Montant de la<br>taxe | Montant         |
|--------------------------------------------|------------|-----------------------------------------|-----------------------|-----------------|
| 5) Commercial Air                          | 01/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - - |                       | 1,787.73        |
| Manual Prepaid                             |            |                                         |                       | <u>1,787.73</u> |
| WestJet                                    |            |                                         |                       |                 |
| Total des dépenses non remboursables (CAD) |            |                                         |                       | 1,787.73        |

### Dépenses remboursables

| Type de dépenses                                               | Date       | Montant<br>en<br>devise<br>étrangère                                        | Montant de la<br>taxe | Montant                 |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------------|-----------------------|-------------------------|
| 16) Commercial<br>Accommodation                                | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | CA*T ... 8.16         | 204.03<br><u>212.19</u> |
| Delta Hotels And<br>Resorts                                    |            |                                                                             |                       |                         |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | CA#T ... 0.81         | 16.19<br><u>17.00</u>   |
| Total des dépenses remboursables (CAD)                         |            |                                                                             |                       | 229.19                  |

### Récapitulatif codes de taxes

| TPS                              | Montant<br>total |
|----------------------------------|------------------|
| 10600 - 0070 - 0000 - - 8050 - - | 8.97             |

### Résumé des codes financiers

| Codes financiers                        | Total HT<br>Taxe | Total<br>TTC Taxe |
|-----------------------------------------|------------------|-------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 2,007.95         | 2,016.92          |

## Historique d'autorisation

| Date et heure | Approbateur | État d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *08/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *08/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SAGR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482435  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| WS  | 00613  | 01Nov16 07:15 pm | 01Nov16 09:49 pm  | OTTAWA INTL - CALGARY INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL        |
|------------------------------------------------------|--------------|-------------|----------------|--------------|
| Ticket # 9566213392 for MCKENNA/CATHERINE<br>MARY MS | 19.00        | 2.47        | 0.00           | 21.47        |
| Total Fares:                                         |              |             |                | 19.00        |
| Total Taxes:                                         |              |             |                | 0.00         |
| Total GST/HST:                                       |              |             |                | 2.47         |
| <b>Invoice Total:</b>                                |              |             |                | <b>21.47</b> |
| <b>Payment(s):</b>                                   |              |             |                |              |
| 01 Nov 16 Credit Card                                |              |             |                | 21.47        |
| <b>Total Payments:</b>                               |              |             |                | <b>21.47</b> |
| <b>Balance Due (CAD):</b>                            |              |             |                | <b>0.00</b>  |

+++ DATE CHANGE FROM INVOICE 482127 +++  
+++ 21.47 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 838 9566 213392 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 01NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED WS 0613 W 01NOV YOWYYC 0715P OK WCL 1

FARE: CAD 638.00 TAX: 7.12 CA TAX: 89.85 RC  
TAX: 46.00 XT TOTAL: CAD 780.97  
REF-RESTRCTS APPLY SEE TXT

1NOV YOW WS YYC 638.00CAD638.00END XT 23.00SQ 23.00  
YQ A/C 21.47  
> EXCHANGED FOR: 8389566168719  
ORIGINAL ISSUE: 8389566168719YOW28OCT1667502982  
RLOC 1V WS UKLUDI

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8008  
HST no. R897192522 TICO no. 4800003



Page 1 of 2



**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 482435  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



# MCCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482127  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| WS  | 00611  | 02Nov16 06:00 am | 02Nov16 08:38 am  | OTTAWA INTL - CALGARY INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------------------------------|--------------|-------------|----------------|--------|
| Ticket # 9566168719 for MCKENNA/CATHERINE<br>MARY MS | 619.00       | 87.38       | 53.12          | 759.50 |
| BSP CANADA, IATA 0065775070                          | 39.90        | 2.00        | 0.00           | 41.90  |
| Total Fares:                                         |              |             |                | 658.90 |
| Total Taxes:                                         |              |             |                | 53.12  |
| Total GST/HST:                                       |              |             |                | 89.38  |
| Invoice Total:                                       |              |             |                | 801.40 |
| Payment(s):                                          |              |             |                |        |
| 28 Oct 16 Credit Card                                |              |             |                | 759.50 |
| 28 Oct 16 Credit Card                                |              |             |                | 41.90  |
| Total Payments:                                      |              |             |                | 801.40 |
| Balance Due (CAD):                                   |              |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE (ECONOMY CLASS FARE) +++  
+++ DATE CHANGE TRAVEL ON INVOICE 482435 +++

TKT: 838 9566 168719 NAME: MCKENNA/CATHERINE MARY MS  
CC: I  
ISSUED: 28OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH WS 0611 W 02NOV YOWYYC 0600A OK WCL 1

FARE: CAD 619.00 TAX: 7.12 CA TAX: 87.38 RC  
TAX: 46.00 XT TOTAL: CAD 759.50  
REF-RESTRCTS APPLY SEE TXT

2NOV YOW WS YYC 619.00CAD619.00END XT 23.00SQ 23.00  
YQ  
)>RLOC 1V WS UKLUDI  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482127  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

# MCCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-CŒUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482131  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|-----|--------|------------------|-------------------|----------------------------|
| AC  | 00124  | 02Nov16 07:10 pm | 03Nov16 01:03 am  | CALGARY INTL - OTTAWA INTL |
| AC  | 08283  | 15Nov16 08:30 am | 15Nov16 09:52 am  | TORONTO PEARSON - TIMMINS  |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL    |
|------------------------------------------------------|--------------|-------------|----------------|----------|
| Ticket # 9566168721 for MCKENNA/CATHERINE<br>MARY MS | 1,175.00     | 64.21       | 69.25          | 1,308.46 |
| Total Fares:                                         |              |             |                | 1,175.00 |
| Total Taxes:                                         |              |             |                | 69.25    |
| Total GST/HST:                                       |              |             |                | 64.21    |
| Invoice Total:                                       |              |             |                | 1,308.46 |
| Payment(s):                                          |              |             |                |          |
| 28 Oct 16 Credit Card                                |              |             |                | 1,308.46 |
| Total Payments:                                      |              |             |                | 1,308.46 |
| Balance Due (CAD):                                   |              |             |                | 0.00     |

+++ AIR TICKET ( FLEX ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 481766 +++

NOTE: TORONTO-TIMMINS FLIGHT ADDED TO RETAIN THE VALUE OF THE TICKET / CREDIT OF 597.00 ( EXP  
02NOV17)

TKT: 014 9566 168721 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 28OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 124 H 02NOV YYCYOW 0710P OK H0ZLTPC 1  
NVB02NOV NVA02NOV  
OPEN AC 8283 Y 15NOV YYZYS 0830A OK YOLTA 3

Total: 711.46\$

FARE: CAD 1175.00 TAX: 14.25 CA TAX: 60.96 XG  
TAX: 58.25 XT TOTAL: CAD 1308.46  
AC ONLY-NON-REF-CHGE FEE AC O  
NLY NT0149566168583 26OCT16 C  
> IC170 17

2NOV YYC AC YOW Q20.00Q3.00 555.00/-YTO AC YTS Q9.0  
0Q3.00 585.00CAD1175.00END XT 55.00SQ 3.25RC  
TOUR CODE: THANKU5  
RLOC 1V:



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 813-755-8000 F: 813-755-8006  
HST no. R897192522 TICO no. 4800003



**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482131  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481766  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                      |
|-----|--------|------------------|-------------------|--------------------------------|
| AC  | 00465  | 01Nov16 07:00 pm | 01Nov16 08:07 pm  | OTTAWA INTL - TORONTO PEARSON  |
| AC  | 00145  | 01Nov16 08:55 pm | 01Nov16 11:14 pm  | TORONTO PEARSON - CALGARY INTL |
| AC  | 00124  | 02Nov16 07:10 pm | 03Nov16 01:03 am  | CALGARY INTL - OTTAWA INTL     |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL     |
|------------------------------------------------------|--------------|-------------|----------------|-----------|
| Ticket # 9566168583 for MCKENNA/CATHERINE<br>MARY MS | 1,156.00     | 157.14      | 71.25          | 1,384.39  |
| BSP CANADA, IATA 0065756680                          | 79.90        | 4.00        | 0.00           | 83.90     |
| Ticket # 9566168583 for MCKENNA/CATHERINE<br>MARY MS | -1,156.00    | -137.64     | -71.25         | -1,364.89 |

Total Fares: 79.90  
Total Taxes: 0.00  
Total GST/HST: 23.50  
Penalties: 150.00  
**Invoice Total: 253.40**

**Payment(s):**  
26 Oct 16 Credit Card 1,384.39  
26 Oct 16 Credit Card 83.90  
28 Oct 16 Credit Card -1,214.89  
**Total Payments: 253.40**  
**Balance Due (CAD): 0.00**



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## MCCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481766  
Invoice Date: 26 Oct 2016  
Client No:  
Agent: |  
PNR: |

**Passenger(s)** MCKENNA/CATHERINE MARY MS

+++ TICKET REFUNDED +++

SERVICE FEE USED TOWARDS INVOICE 482131 +++

TKT: 014 9566 168583 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 26OCT16 FOP  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
RFND AC 485 H 01NOV YOWYYZ 0700P OK H0ZLTPC 1  
NVB01NOV NVA01NOV  
RFND AC 145 H 01NOV YYZYC 0855P OK H0ZLTPC 2  
NVB01NOV NVA01NOV  
RFND AC 124 H 02NOV YYCYOW 0710P OK H0ZLTPC 3  
NVB02NOV NVA02NOV

FARE: CAD 1156.00 TAX: 14.25 CA TAX: 1.50 XG  
> TAX: 212.64 XT TOTAL: CAD 1384.39  
AC ONLY-NON-REF-CHGE FEE

1NOV YOW AC X/YTO AC YYC Q YOWYYC3.00Q YOWYYC20.00  
555.00AC YOW Q20.00Q3.00 555.00CAD1156.00END XT 15  
5.64RC 57.00SQ  
TOUR CODE: THANKU5  
RLOC 1V.

>

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2



# DELTA

## CALGARY AIRPORT

2001 Airport Road NE, Calgary, Alberta T2E 6Z8

Tel: 403-291-2600 Fax: 403-250-8722

Catherine Mckenna

Room: 609  
Folio:  
Cashier:  
Arrival: 11-01-16  
Departure: 11-02-16

| Date     | Description                     | Additional Information | Charges | Credits |
|----------|---------------------------------|------------------------|---------|---------|
| 11-01-16 | Room Charge                     |                        | 189.00  |         |
| 11-01-16 | Rooms Destination Marketing Fee |                        | 5.67    |         |
| 11-01-16 | Rooms Tourism Levy              |                        | 7.79    |         |
| 11-01-16 | Rooms GST                       |                        | 9.73    |         |
| 11-02-16 | Visa                            | XX/XX                  |         | 232.99  |

### GST Summary

Registration No:807209770 RT0001

Room 9.73

F&B 0.85

Other 5.67

**Total 16.25**

|              |               |               |
|--------------|---------------|---------------|
| <b>Total</b> | <b>232.99</b> | <b>232.99</b> |
|--------------|---------------|---------------|

|                    |                 |
|--------------------|-----------------|
| <b>Balance Due</b> | <b>0.00 CDN</b> |
|--------------------|-----------------|

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



Thank you for choosing  
Delta Hotels by Marriott™

[DeltaHotels.com](http://DeltaHotels.com)

 [DeltaHotels](#)  
 [DeltaHotels](#)  
 [DeltaHotelsLTD](#)

D

|                        |              |   |   |             |
|------------------------|--------------|---|---|-------------|
| Traveler Name:         | Minister     |   |   |             |
| Location:              | Calgary      |   |   |             |
| Dates of travel:       | 1-2 November |   |   |             |
| Meals and incidentals: | B            | L | D | Incidentals |
| Monday                 |              |   |   |             |
| Tuesday                |              |   |   |             |
| Wednesday              | ✓            |   |   |             |
| Thursday               |              |   |   |             |
| Friday                 |              |   |   |             |
| Saturday               |              |   |   |             |
| Sunday                 |              |   |   |             |
| Hotel receipt(s)       | ✓            |   |   |             |
| Taxi receipts          |              |   |   |             |
| Miscellaneous receipts |              |   |   |             |
| Traveler signature     |              |   |   |             |

Please do not include meals that were provided during this trip.

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with business stakeholders in Winnipeg and Edmonton - October 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Winnipeg-Edmonton - Oct 2016

Date de début du déplacement: 13/10/2016

Date de fin du déplacement: 14/10/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC413535

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                                |          |
|------------------------------------------------|----------|
| Total des dépenses attribuées :                | 2,078.95 |
| (Moins) Total des dépenses non remboursables : | 1,735.22 |
| Total des dépenses remboursables :             | 343.73   |
| Montant total dû voyageur :                    | 343.73   |
| Dépenses non remboursables                     |          |

| Type de dépenses                           | Date       | Montant<br>en<br>devise<br>étrangère    | Montant de la<br>taxe | Montant         |
|--------------------------------------------|------------|-----------------------------------------|-----------------------|-----------------|
| 5) Commercial Air                          | 07/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - - |                       | 1,735.22        |
| Manual Prepaid                             |            |                                         |                       | <u>1,735.22</u> |
| Air Canada                                 |            |                                         |                       |                 |
| Air Canada AND Westjet                     |            |                                         |                       |                 |
| Total des dépenses non remboursables (CAD) |            |                                         |                       | 1,735.22        |

### Dépenses remboursables

| Type de dépenses                                               | Date       | Montant<br>en<br>devise<br>étrangère                                        | Montant de la<br>taxe | Montant                 |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------------|-----------------------|-------------------------|
| 16) Commercial<br>Accommodation                                | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | CA*T ... 7.08         | 177.05<br><u>184.13</u> |
| Westin Hotels And<br>Resorts                                   |            |                                                                             |                       |                         |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | CA#T ... 5.97         | 119.38<br><u>125.35</u> |
|                                                                | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | CA#T ... 0.82         | 16.43<br><u>17.25</u>   |
|                                                                | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | ON#T ... 1.96         | 15.04<br><u>17.00</u>   |
| Total des dépenses remboursables (CAD)                         |            |                                                                             |                       | 343.73                  |

### Récapitulatif codes de taxes

|                                  |                  |
|----------------------------------|------------------|
| TPS                              | Montant<br>total |
| 10600 - 0070 - 0000 - - 8050 - - | 13.87            |
| TVH                              | Montant<br>total |
| 10600 - 0070 - 0000 - - 8050 - - | 1.96             |

## Résumé des codes financiers

| Codes financiers                        | Total HT<br>Taxe | Total<br>TTC Taxe |
|-----------------------------------------|------------------|-------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 2,063.12         | 2,078.95          |

## Historique d'autorisation

| Date et heure | Approbateur | État d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *07/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *07/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To meet with business stakeholders in Winnipeg and Edmonton - October 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Winnipeg-Edmonton - Oct 2016

**Travel Start Date:** 13/10/2016

**Travel End Date:** 14/10/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC413535

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

|                                                  |                 |
|--------------------------------------------------|-----------------|
| <b>Total allocated expenses :</b>                | <b>2,078.95</b> |
| <b>(Minus) Total non-reimbursable expenses :</b> | <b>1,735.22</b> |
| <b>Total reimbursable expenses :</b>             | <b>343.73</b>   |
| <b>Total due traveller :</b>                     | <b>343.73</b>   |

#### Non-Reimbursable Expenses

| Expense Type | Date | Foreign Amount | Tax Amount | Amount |
|--------------|------|----------------|------------|--------|
|--------------|------|----------------|------------|--------|

| Expense Type                          | Date       |                                         | Foreign Amount | Tax Amount | Amount          |
|---------------------------------------|------------|-----------------------------------------|----------------|------------|-----------------|
| 5) Commercial Air                     | 07/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - - |                |            | 1,735.22        |
| Manual Prepaid                        |            |                                         |                |            | <u>1,735.22</u> |
| Air Canada                            |            |                                         |                |            |                 |
| Air Canada AND Westjet                |            |                                         |                |            |                 |
| Total non-reimbursable expenses (CAD) |            |                                         |                |            | 1,735.22        |

### Reimbursable Expenses

| Expense Type                                             | Date       |                                                                             | Foreign Amount | Tax Amount    | Amount                  |
|----------------------------------------------------------|------------|-----------------------------------------------------------------------------|----------------|---------------|-------------------------|
| 16) Commercial Accommodation                             | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                | CA#G ... 7.08 | 177.05<br><u>184.13</u> |
| Westin Hotels And Resorts                                |            |                                                                             |                |               |                         |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                | CA#G ... 5.97 | 119.38<br><u>125.35</u> |
|                                                          | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                | CA#G ... 0.82 | 16.43<br><u>17.25</u>   |
|                                                          | 14/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                | ON#H ... 1.96 | 15.04<br><u>17.00</u>   |
| Total reimbursable expenses (CAD)                        |            |                                                                             |                |               | 343.73                  |

### Tax Coding Summary

|                                  |  |              |
|----------------------------------|--|--------------|
| GST                              |  | Total Amount |
| 10600 - 0070 - 0000 - - 8050 - - |  | 13.87        |
| HST                              |  | Total Amount |
| 10600 - 0070 - 0000 - - 8050 - - |  | 1.96         |

### Financial Coding Summary



**Financial Coding**

51498 - 282202 - 0070 - PBJ2 - 2001 - -

| <b>Total<br/>Excl. Tax</b> | <b>Total<br/>Incl. Tax</b> |
|----------------------------|----------------------------|
| 2,063.12                   | 2,078.95                   |

**Approval History**

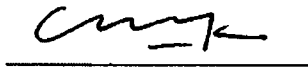
| <b>Date And Time</b> | <b>Approver</b> | <b>Approval Status</b> | <b>Comment</b> |
|----------------------|-----------------|------------------------|----------------|
|----------------------|-----------------|------------------------|----------------|

**Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date**



**NOV - 7 2016**

Signature

**Recommender Name** *Myriam Montreuil*

**Recommended Date**

\_\_\_\_\_

Signature

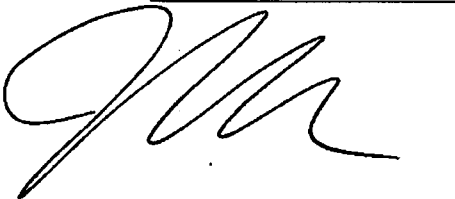
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Mario Raynolds*

**Approval Date**

\_\_\_\_\_

Signature



**NOV - 7 2016**

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

## Travel Request

Travel Request Name: Winnipeg-Edmonton - Oct 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement -  
Meetings

**Other Trip Purpose:**

**Alternative To Travel:** Personal attendance required

**Travel Start Date:** 13/10/2016

**Travel End Date:** 14/10/2016

**Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC413535

**Fiscal Year:** 2016-2017

**Travel Outside Default  
Division:** N

**Blanket Travel Authority  
Applied:** No

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

Winnipeg-Edmonton - Oct 2016

### Travel Request Summary

#### Expense Summary

|                                         |               |
|-----------------------------------------|---------------|
| <b>Total non-reimbursable expenses:</b> | 0.00          |
| <b>Total reimbursable expenses:</b>     | 394.20        |
|                                         | <b>394.20</b> |

#### Advance Summary

|                        |      |
|------------------------|------|
| <b>Travel advance:</b> | 0.00 |
|------------------------|------|

#### Reimbursable Expenses

| Expense Type                                                |                                         | Amount |
|-------------------------------------------------------------|-----------------------------------------|--------|
| 16) Commercial Accommodation                                | 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 200.00 |
| Westin Hotels And Resorts                                   |                                         |        |
| 2) Allowance: Meals, Incidentals &<br>Private Accommodation | 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 194.20 |
| Total reimbursable expenses                                 |                                         | 394.20 |

#### Financial Coding Summary

| Financial Coding                        | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-----------------------------------------|--------------------|--------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 394.20             | 394.20             |

#### Approval History

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 21/10/2016 10:56:52 | Marlo Raynolds | Approved        |         |

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *21/10/2016*

**Signature**

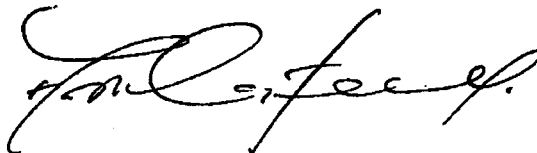


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *21/10/2016*

**Signature**



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *21/10/2016*

**Signature**



## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479403  
Invoice Date: 7 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                   |
|-----|--------|------------------|-------------------|-----------------------------|
| AC  | 08525  | 13Oct16 07:40 am | 13Oct16 09:22 am  | OTTAWA INTL - WINNIPEG INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------|--------------|-------------|----------------|--------|
| AIR CANADA 2168291819        | 348.00       | 49.16       | 30.12          | 427.28 |
| BSP CANADA, IATA 0065744612  | 39.90        | 2.00        | 0.00           | 41.90  |
| Total Fares:                 |              |             |                | 387.90 |
| Total Taxes:                 |              |             |                | 30.12  |
| Total GST/HST:               |              |             |                | 51.16  |
| Invoice Total:               |              |             |                | 469.18 |
| Payment(s):                  |              |             |                |        |
| 07 Oct 16 Credit Card        |              |             |                | 427.28 |
| 07 Oct 16 Credit Card        |              |             |                | 41.90  |
| Total Payments:              |              |             |                | 469.18 |
| Balance Due (CAD):           |              |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

NAME: MCKENNA/CATHERINE MS TKT: 014 21 68291819 1  
FF: REF:  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. AC 8525 W 13OCT16 YOW YWG 0740 OK W5SLTPC 1PC USED  
NVB:1/13OCT16 2/ 3/ 4/  
NVA:1/13OCT16 2/ 3/ 4/  
FR: CAD 348.00 TX: CA 7.12 TX: RC 49.16  
TX: SQ 23.00  
EQ:  
TL: CAD 427.28  
FARE CALCULATION  
13OCT16YOW AC YWG Q23.00R325.00CAD348.00 END ROE1.00  
FOP: APC: 135944  
FOP:  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/07OCT16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479403  
Invoice Date: 7 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479693  
Invoice Date: 11 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                     |
|-----|--------|------------------|-------------------|-------------------------------|
| WS  | 00573  | 13Oct16 05:00 pm | 13Oct16 06:04 pm  | WINNIPEG INTL - EDMONTON INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL         |
|------------------------------------------------------|--------------|-------------|----------------|---------------|
| Ticket # 9566042558 for MCKENNA/CATHERINE<br>MARY MS | 322.00       | 18.86       | 55.12          | 395.98        |
| BSP CANADA, IATA 0065744779                          | 39.90        | 2.00        | 0.00           | 41.90         |
| Total Fares:                                         |              |             |                | 361.90        |
| Total Taxes:                                         |              |             |                | 55.12         |
| Total GST/HST:                                       |              |             |                | 20.86         |
| <b>Invoice Total:</b>                                |              |             |                | <b>437.88</b> |
| <b>Payment(s):</b>                                   |              |             |                |               |
| 11 Oct 16 Credit Card                                |              |             |                | 395.98        |
| 11 Oct 16 Credit Card                                |              |             |                | 41.90         |
| <b>Total Payments:</b>                               |              |             |                | <b>437.88</b> |
| <b>Balance Due (CAD):</b>                            |              |             |                | <b>0.00</b>   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1



## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479723  
Invoice Date: 11 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                     |
|-----|--------|------------------|-------------------|-------------------------------|
| WS  | 00573  | 13Oct16 05:00 pm | 13Oct16 06:04 pm  | WINNIPEG INTL - EDMONTON INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL |
|------------------------------|--------------|-------------|----------------|-------|
| SEAT SELECTION FEE 821808436 | 10.00        | 0.50        | 0.00           | 10.50 |
| Total Fares:                 |              |             |                | 10.00 |
| Total Taxes:                 |              |             |                | 0.00  |
| Total GST/HST:               |              |             |                | 0.50  |
| Invoice Total:               |              |             |                | 10.50 |
| Payment(s):                  |              |             |                |       |
| 11 Oct 16 Credit Card        |              |             |                | 10.50 |
| Total Payments:              |              |             |                | 10.50 |
| Balance Due (CAD):           |              |             |                | 0.00  |

+++ SEAT SELECTION FEE FOR TRAVEL ON INVOICE 479693 +++

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 813-755-6000 F: 813-755-6008  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479715  
Invoice Date: 11 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                       |
|-----|--------|------------------|-------------------|---------------------------------|
| AC  | 00154  | 14Oct16 03:55 pm | 14Oct16 09:34 pm  | EDMONTON INTL - TORONTO PEARSON |
| AC  | 00470  | 14Oct16 10:30 pm | 14Oct16 11:33 pm  | TORONTO PEARSON - OTTAWA INTL   |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL   |
|------------------------------------------------------|--------------|-------------|----------------|---------|
| Ticket # 9566042577 for MCKENNA/CATHERINE<br>MARY MS | 580.00       | 31.38       | 41.12          | 652.50  |
| BSP CANADA, IATA 0065744798                          | 39.90        | 5.19        | 0.00           | 45.09   |
| Ticket # 9566042577 for MCKENNA/CATHERINE<br>MARY MS | -580.00      | -31.38      | -41.12         | -652.50 |

|                           |              |
|---------------------------|--------------|
| Total Fares:              | 39.90        |
| Total Taxes:              | 0.00         |
| Total GST/HST:            | 5.19         |
| <b>Invoice Total:</b>     | <b>45.09</b> |
| <b>Payment(s):</b>        |              |
| 11 Oct 16 Credit Card     | 652.50       |
| 11 Oct 16 Credit Card     | 45.09        |
| 17 Oct 16 Credit Card     | -652.50      |
| <b>Total Payments:</b>    | <b>45.09</b> |
| <b>Balance Due (CAD):</b> | <b>0.00</b>  |

+++ TICKET REFUNDED +++

+++ SERVICE FEE USED TOWARDS TRAVEL ON INVOICES 480127 & 480175 +++

TKT: 014 9566 042577 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 11OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
RFND AC 154 H 14OCT YEGYYZ 0355P OK H0SLTPC 1  
NVB14OCT NVA14OCT  
RFND AC 470 H 14OCT YYZYOW 1030P OK H0SLTPC 2  
NVB14OCT NVA14OCT

FARE: CAD 580.00 TAX: 7.12 CA TAX: 30.86 XG  
TAX: 34.52 XT TOTAL: CAD 652.50  
AC ONLY-NON-REF-CHGE FEE

>  
14OCT YEA AC X/YTO AC YOW Q YEAYOW3.00Q YEAYOW20.00  
557.00CAD580.00END XT 34.00SQ 0.52RC  
TOUR CODE: THANKU5  
RLOC 1V



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 479715  
Invoice Date: 11 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 480127  
Invoice Date: 14 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                       |
|-----|--------|------------------|-------------------|---------------------------------|
| WS  | 00438  | 14Oct16 02:15 pm | 14Oct16 07:54 pm  | EDMONTON INTL - TORONTO PEARSON |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------------------------------|--------------|-------------|----------------|--------|
| Ticket # 9566042770 for MCKENNA/CATHERINE<br>MARY MS | 428.00       | 24.41       | 60.12          | 512.53 |
| Total Fares:                                         |              |             |                | 428.00 |
| Total Taxes:                                         |              |             |                | 60.12  |
| Total GST/HST:                                       |              |             |                | 24.41  |
| Invoice Total:                                       |              |             |                | 512.53 |
| Payment(s):                                          |              |             |                |        |
| 14 Oct 16 Credit Card                                |              |             |                | 512.53 |
| Total Payments:                                      |              |             |                | 512.53 |
| Balance Due (CAD):                                   |              |             |                | 0.00   |

+++ AIR TICKET (ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 479715 +++

TKT: 838 9566 042770 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 14OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED WS 0438 Q 14OCT YEGYYZ 0215P OK QCL 1  
NVB14OCT NVA14OCT

FARE: CAD 428.00 TAX: 7.12 CA TAX: 24.41 XG  
TAX: 53.00 XT TOTAL: CAD 512.53  
NONREF - FEE FOR CHG-CXL

14OCT YEA WS YTO 428.00CAD428.00END XT 30.00SQ 23.0  
> 0YQ  
RLOC 1V WS EYUFHQ

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 480127  
Invoice Date: 14 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

---

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 480175  
Invoice Date: 14 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                     |
|-----|--------|------------------|-------------------|-------------------------------|
| WS  | 00374  | 14Oct16 11:00 pm | 14Oct16 11:59 pm  | TORONTO PEARSON - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------------------------------|--------------|-------------|----------------|--------|
| Ticket # 9566042807 for MCKENNA/CATHERINE<br>MARY MS | 186.00       | 29.92       | 44.12          | 260.04 |

|                           |               |
|---------------------------|---------------|
| Total Fares:              | 186.00        |
| Total Taxes:              | 44.12         |
| Total GST/HST:            | 29.92         |
| <b>Invoice Total:</b>     | <b>260.04</b> |
| <b>Payment(s):</b>        |               |
| 14 Oct 16 Credit Card     | 260.04        |
| <b>Total Payments:</b>    | <b>260.04</b> |
| <b>Balance Due (CAD):</b> | <b>0.00</b>   |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 479715 +++

TKT: 838 9566 042807 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 14OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED WS 0374 Q 14OCT YYZYOW 1100P OK QAL 1  
NVB14OCT NVA14OCT

FARE: CAD 186.00 TAX: 7.12 CA TAX: 29.92 RC  
TAX: 37.00 XT TOTAL: CAD 260.04  
NONREF - FEE FOR CHG-CXL

14OCT YTO WS YOW 186.00CAD186.00END XT 25.00SQ 12.0  
> 0YQ  
RLOC 1V WS IUPOLC  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 480175  
Invoice Date: 14 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

s.16(2)  
s.19(1)

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

## HOTELS & RESORTS

Catherine Mckenna

Page Number : 1 Invoice Nbr : 27717492  
Guest Number : 1112843  
Folio ID :  
Arrive Date : 13-OCT-16 18:56  
Depart Date : 14-OCT-16 12:01  
No. Of Guest : 1  
Room Number : 1208  
Club Account :

### Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 14-OCT-16 03:50 9999

| Date        | Reference | Description               | Charges (CAD) | Credits (CAD) |
|-------------|-----------|---------------------------|---------------|---------------|
| 13-OCT-16   | RT1208    | Room Charge               | 164.00        |               |
| 13-OCT-16   | RT1208    | GST                       | 8.45          |               |
| 13-OCT-16   | RT1208    | Destination Marketing Fee | 4.92          |               |
| 13-OCT-16   | RT1208    | Tourism Levy              | 6.76          |               |
| 14-OCT-16   | VI        | Visa                      |               | -184.13       |
| ** Total    |           |                           | 184.13        | -184.13       |
| *** Balance |           |                           | -0.00         |               |

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at [westin.com/eatwell](http://westin.com/eatwell)

Continued on the next page



The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

## HOTELS & RESORTS

Catherine Mckenna

Page Number : 2 Invoice Nbr : 27717492  
Guest Number : 1112843  
Folio ID :  
Arrive Date : 13-OCT-16 18:56  
Depart Date : 14-OCT-16 12:01  
No. Of Guest : 1  
Room Number : 1208  
Club Account :

Tell us about your stay, [www.westin.com/reviews](http://www.westin.com/reviews)

### EXPENSE SUMMARY REPORT

Currency: CAD

| Date       | Room   | GST  | Tour Levy | Food/Bev | Phone | Other | Total  | Payment |
|------------|--------|------|-----------|----------|-------|-------|--------|---------|
| 10-13-2016 | 164.00 | 8.45 | 6.76      | 0.00     | 0.00  | 4.92  | 184.13 | 0.00    |
| Total      | 164.00 | 8.45 | 6.76      | 0.00     | 0.00  | 4.92  | 184.13 | 0.00    |

|                        |                     |   |   |             |
|------------------------|---------------------|---|---|-------------|
| Traveler Name:         | Catherine McKeanna  |   |   |             |
| Location:              | Edmonton / Winnipeg |   |   |             |
| Dates of travel:       | 13-14 Oct. 2016     |   |   |             |
| Meals and incidentals: | B                   | L | D | Incidentals |
| Monday                 |                     |   |   |             |
| Tuesday                |                     |   |   |             |
| Wednesday              |                     |   |   |             |
| Thursday               | ✓                   | ✓ | ✓ |             |
| Friday                 | ✓                   | ✓ | ✓ |             |
| Saturday               |                     |   |   |             |
| Sunday                 |                     |   |   |             |
| Hotel receipt(s)       | ✓                   |   |   |             |
| Taxi receipts          |                     |   |   |             |
| Miscellaneous receipts |                     |   |   |             |
| Traveler signature     |                     |   |   |             |

Please do not include meals that were provided during this trip.

Transaction

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 14/10/2016  
Amount: \$159.60 CAD  
Meals and Incidentals

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|
|----------|--------|----------|---------|

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
13/10/2016      14/10/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location | Breakfast                           | Lunch                               | Dinner                              | Incidentals              | Private Accommodation    |
|------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 13/10/2016 | Canada - Alberta   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13/10/2016 | Canada - Manitoba  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 13/10/2016 | Canada - Ontario   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 14/10/2016 | Canada - Alberta   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Calculate Allowances

### Summary

| Country | Location | Meals  | Incidentals | Private Accommodation |
|---------|----------|--------|-------------|-----------------------|
| Canada  | Alberta  | 125.35 | 0.00        | 0.00                  |
| Canada  | Manitoba | 17.25  | 0.00        | 0.00                  |
| Canada  | Ontario  | 17.00  | 0.00        | 0.00                  |

Delete

Save

Cancel

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend the CCME Conference in Montreal - October 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Mandat principal - Conférences

Autre objet du voyage:

Nom de la demande de voyage: Montreal - October 2016

Date de début du déplacement: 01/10/2016

Date de fin du déplacement: 03/10/2016

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC423202

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                    |        |
|------------------------------------|--------|
| Total des dépenses attribuées :    | 540.27 |
| Total des dépenses remboursables : | 540.27 |
| Montant total dû voyageur :        | 540.27 |

#### Dépenses remboursables

| Type de dépenses | Date | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant |
|------------------|------|--------------------------------------|-----------------------|---------|
|------------------|------|--------------------------------------|-----------------------|---------|

| Type de dépenses                                               | Date       | Montant<br>en devise<br>étrangère                                           | Montant de la<br>taxe | Montant       |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------------|-----------------------|---------------|
| 11) Taxi                                                       | 01/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                       | 14.06         |
|                                                                |            |                                                                             | QC*T ... 1.94         | <u>16.00</u>  |
| From restaurant to hotel                                       |            |                                                                             |                       |               |
| 16) Commercial<br>Accommodation                                | 02/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | QC*T ... 25.21        | 183.05        |
|                                                                |            |                                                                             |                       | <u>208.26</u> |
| Marriott Hotels And<br>Resorts                                 |            |                                                                             |                       |               |
| 16) Commercial<br>Accommodation                                | 03/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | QC*T ... 27.22        | 197.69        |
|                                                                |            |                                                                             |                       | <u>224.91</u> |
| Marriott Hotels And<br>Resorts                                 |            |                                                                             |                       |               |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 03/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | QC#T ... 12.60        | 78.50         |
|                                                                |            |                                                                             |                       | <u>91.10</u>  |
| Total des dépenses remboursables (CAD)                         |            |                                                                             |                       | 540.27        |

## Récapitulatif codes de taxes

|                                  | Montant<br>total |
|----------------------------------|------------------|
| TPS                              |                  |
| 10600 - 0070 - 0000 - - 8050 - - | 66.97            |

## Résumé des codes financiers

| Codes financiers                        | Total HT<br>Taxe | Total<br>TTC Taxe |
|-----------------------------------------|------------------|-------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 473.30           | 540.27            |

## Historique d'autorisation

| Date et heure       | Approbateur    | État d'autorisation | Commentaire |
|---------------------|----------------|---------------------|-------------|
| 18/10/2016 13:50:18 | Diane Girouard | Autorisé(e)         |             |
| 17/10/2016 10:23:47 | Marlo Raynolds | Autorisé(e)         |             |

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**      *Catherine McKenna*

**Date de soumission**      17/10/2016

Signature

Soumis au nom du voyageur.

**Nom du délégué**      *Amanda Herault*

**Date de soumission**      17/10/2016

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Raynolds*

**Date d'autorisation**      17/10/2016

Signature

**Nom de la personne  
responsable du  
traitement** *Diane Girouard*

**Date de traitement** *18/10/2016*

Signature

## Expense Report Statement

### Expense Report Name: To attend the CCME Conference in Montreal - October 2016

|                             |                                        |                               |                  |
|-----------------------------|----------------------------------------|-------------------------------|------------------|
| <b>Traveller Name:</b>      | <i>Catherine McKenna</i>               | <b>Online TAN:</b>            | <i>AMC423202</i> |
| <b>TIN:</b>                 |                                        | <b>Fiscal Year:</b>           | <i>2016-2017</i> |
| <b>Prepared By:</b>         | <i>Amanda Herault</i>                  | <b>Travel Outside Default</b> | <i>N</i>         |
| <b>Policy Module:</b>       | <i>M3D - Domestic - Overnight Stay</i> | <b>Division:</b>              |                  |
| <b>Trip Purpose:</b>        | <i>Core Mandate - Conferences</i>      | <b>Vendor Code:</b>           |                  |
| <b>Other Trip Purpose:</b>  |                                        | <b>Event:</b>                 |                  |
| <b>Travel Request Name:</b> | <i>Montreal - October 2016</i>         |                               |                  |
| <b>Travel Start Date:</b>   | <i>01/10/2016</i>                      |                               |                  |
| <b>Travel End Date:</b>     | <i>03/10/2016</i>                      |                               |                  |
| <b>ER Approval Status:</b>  | <i>Approval Required</i>               |                               |                  |
| <b>Primary Location:</b>    |                                        |                               |                  |
| <b>Secondary Location:</b>  |                                        |                               |                  |
| <b>Comments:</b>            |                                        |                               |                  |

### Expense Report Summary

#### Expense Summary

|                                      |               |
|--------------------------------------|---------------|
| <b>Total allocated expenses :</b>    | <b>540.27</b> |
| <b>Total reimbursable expenses :</b> | <b>540.27</b> |
| <b>Total due traveller :</b>         | <b>540.27</b> |

#### Reimbursable Expenses

| Expense Type                    | Date       |                                                                             | Foreign<br>Amount | Tax Amount     | Amount        |
|---------------------------------|------------|-----------------------------------------------------------------------------|-------------------|----------------|---------------|
| 11) Taxi                        | 01/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                   | QC*G ... 1.94  | 14.06         |
|                                 |            |                                                                             |                   |                | <u>16.00</u>  |
| From restaurant to hotel        |            |                                                                             |                   |                |               |
| 16) Commercial<br>Accommodation | 02/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                   | QC*G ... 25.21 | 183.05        |
|                                 |            |                                                                             |                   |                | <u>208.26</u> |
| Marriott Hotels And<br>Resorts  |            |                                                                             |                   |                |               |
| 16) Commercial<br>Accommodation | 03/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - |                   | QC*G ... 27.22 | 197.69        |
|                                 |            |                                                                             |                   |                | <u>224.91</u> |
| Marriott Hotels And<br>Resorts  |            |                                                                             |                   |                |               |



| Expense Type                                                   | Date       | Foreign<br>Amount                                                           | Tax Amount     | Amount               |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------------|----------------|----------------------|
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 03/10/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 - -<br>10600 - 0070 - 0000 - - 8050 - - | QC#G ... 12.60 | 78.50<br><hr/> 91.10 |

Total reimbursable expenses (CAD) 540.27

### Tax Coding Summary

| GST                              | Total<br>Amount |
|----------------------------------|-----------------|
| 10600 - 0070 - 0000 - - 8050 - - | 66.97           |

### Financial Coding Summary

| Financial Coding                        | Total<br>Excl.<br>Tax | Total<br>Incl. Tax |
|-----------------------------------------|-----------------------|--------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 473.30                | 540.27             |

### Approval History

| Date And Time | Approver | Approval Status | Comment |
|---------------|----------|-----------------|---------|
|---------------|----------|-----------------|---------|

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Catherine McKenna Submit Date \_\_\_\_\_

Signature

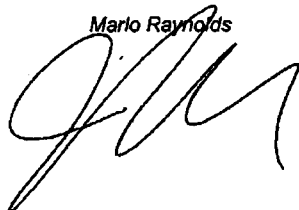


OCT 14 2016

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name Marlo Raynolds Approval Date \_\_\_\_\_

Signature



OCT 14 2016

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

## Travel Request

Travel Request Name: Montreal - October 2016

|                               |                                        |                                          |                  |
|-------------------------------|----------------------------------------|------------------------------------------|------------------|
| <b>Traveller Name:</b>        | <i>Catherine McKenna</i>               | <b>Online TAN:</b>                       | <i>AMC423202</i> |
| <b>TIN:</b>                   |                                        | <b>Fiscal Year:</b>                      | <i>2016-2017</i> |
| <b>Prepared By:</b>           | <i>Amanda Herault</i>                  | <b>Travel Outside Default Division:</b>  | <i>N</i>         |
| <b>Policy Module:</b>         | <i>M3D - Domestic - Overnight Stay</i> | <b>Blanket Travel Authority Applied:</b> | <i>No</i>        |
| <b>Trip Purpose:</b>          | <i>Core Mandate - Conferences</i>      | <b>Vendor Code:</b>                      |                  |
| <b>Other Trip Purpose:</b>    |                                        | <b>Custom Field 1:</b>                   |                  |
| <b>Alternative To Travel:</b> | <i>Personal attendance required</i>    | <b>Custom Field 2:</b>                   |                  |
| <b>Travel Start Date:</b>     | <i>01/10/2016</i>                      | <b>Custom Field 3:</b>                   |                  |
| <b>Travel End Date:</b>       | <i>03/10/2016</i>                      | <b>Custom Field 4:</b>                   |                  |
| <b>Approval Status:</b>       | <i>Approved</i>                        | <b>Custom Field 5:</b>                   |                  |
| <b>Primary Location:</b>      |                                        | <b>Event:</b>                            |                  |
| <b>Secondary Location:</b>    |                                        |                                          |                  |
| <b>Comments:</b>              | <i>Montreal - October 2016</i>         |                                          |                  |

### Travel Request Summary

#### Expense Summary

#### Advance Summary

|                                         |               |                        |             |
|-----------------------------------------|---------------|------------------------|-------------|
| <b>Total non-reimbursable expenses:</b> | <i>0.00</i>   | <b>Travel advance:</b> | <i>0.00</i> |
| <b>Total reimbursable expenses:</b>     | <i>777.05</i> |                        |             |
|                                         | <i>777.05</i> |                        |             |

### Reimbursable Expenses

| <b>Expense Type</b>                                      |                                         | <b>Amount</b> |
|----------------------------------------------------------|-----------------------------------------|---------------|
| 11) Taxi                                                 | 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 20.00         |
| 16) Commercial Accommodation                             | 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 500.00        |
| Marriott Hotels And Resorts                              |                                         |               |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 257.05        |
|                                                          | <b>Total reimbursable expenses</b>      | <b>777.05</b> |

## Financial Coding Summary

| Financial Coding                        | Total<br>Excl.<br>Tax | Total<br>Incl. Tax |
|-----------------------------------------|-----------------------|--------------------|
|                                         |                       |                    |
| 51498 - 282202 - 0070 - PBJ2 - 2001 - - | 777.05                | 777.05             |

## Approval History

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 11/10/2016 10:21:29 | Marlo Raynolds | Approved        |         |

## Itinerary Details

PNR: Traveller Type: *Minister*

Trip Status: *Quoted* Primary Trip Purpose: *Core Mandate - Conferences*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Catherine McKenna

**Submit Date** 11/10/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 11/10/2016

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 11/10/2016

Signature



s.16(2)  
s.19(1)

## Residence Inn® Marriott.

Residence Inn by Marriott  
Montreal Centre-Ville /  
Montreal Downtown

2045 Peel  
Montreal, Quebec H3A 1T6  
T 514.982.6064

C. McKenna

Chambre: 1409  
Type de Chambre: STKT  
No. de clients: 1  
Tarif: \$175.00      Commis:

Arrivée: 01Oct16      Heure: 10:12PM      Départ: 02Oct16      Heure:      No. Folio:

| Date    | Description                                       | Frais  | Crédits |
|---------|---------------------------------------------------|--------|---------|
| 01Oct16 | Studio 1-6                                        | 175.00 |         |
| 01Oct16 | Taxes Hébergement                                 | 6.13   |         |
| 01Oct16 | Tps #814517108                                    | 9.06   |         |
| 01Oct16 | Tvq #1219084290                                   | 18.07  |         |
| 02Oct16 | Visa                                              |        | 208.26  |
|         | Carte de credit:                                  |        |         |
|         | Montant: 208.26 AUT: 061751 Signature en Filiale  |        |         |
|         | Cette carte a été électroniquement lue le 01Oct16 |        |         |
|         | Solde:                                            | 0.00   |         |

En tant que membres du programme de récompenses, vous avez peut-être gagné des points et/ou milles, échangeables immédiatement contre des vacances de rêve. Commencez maintenant à gagner des points et/ou milles, ainsi qu'un statut de membre "Elite" en plus de bénéficier d'offres uniques. Inscrivez-vous aujourd'hui au comptoir réception.

Merci d'avoir choisi le Marriott Residence Inn Montreal Centre-ville. Vous pouvez réserver directement avec nous au (514) 982-6064 ou par internet au [www.marriott.com/yulri](http://www.marriott.com/yulri)

Tel que demandé, une facture finale vous sera envoyée par courriel à : LXXXXXXXXXXXXX@CANADA.CA. Pour notre code de conduite sur la confidentialité, voir «Internet Privacy Statement» sur Marriott.com.

|                                                                                                                 |                             |                                              |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------|
| <b>Double BBQ</b><br><b>13430343</b><br>For online ordering: <a href="http://doublepizza.ca">doublepizza.ca</a> | <b>RECU RECEIPT</b>         |                                              |
|                                                                                                                 | DATE: 300916                | 16                                           |
|                                                                                                                 | VOYAGE / TRIP: De/From      |                                              |
|                                                                                                                 | ArTo                        |                                              |
|                                                                                                                 | No. Vignette<br>Sticker No. | No. permis de travail<br>Workpermit No.      |
|                                                                                                                 | No. Auto<br>Car No.         | Signature du chauffeur<br>Driver's Signature |
| No. T.P.S./G.S.T.                                                                                               | No. T.V.Q./Q.S.T.           |                                              |
| TAXI ATLAS - TÉL: (514) 485-8585, FAX: (514) 485-0948                                                           |                             |                                              |

→ Taxi in  
Montreal (514)  
Area Code.  
Date: 01/10/2016  
and not 30/09/2016  
as written by  
driver.

Pour planifier votre prochain séjour, consultez [residenceinn.com](http://residenceinn.com)

**Residence  
Inn®  
Marriott.**

**DÉPART EXPRESS**

**FACTURE INCLUSE**

Cher client, chère cliente,

Merci d'avoir choisi de séjourner au Marriott Residence Inn Montréal Centre-ville.

Votre départ est prévu pour aujourd'hui. Nous aimerions vous dire au revoir en personne, mais si le temps vous presse, nous vous offrons l'avantage du «départ express». La facture ci-jointe est votre reçu et reflète les éléments facturés à votre compte jusqu'à 4h00 am aujourd'hui.

**Pour compléter votre Départ Express**

- Laissez la carte clé dans la chambre près du téléphone ou encore déposez-la à la réception en sortant. Les charges encourues seront portées à votre carte de crédit en filière.

**Pour les frais additionnels de ce matin:**

- Veuillez passer à la réception pour recevoir une copie mise à jour de votre facture.

Merci encore d'avoir séjourné au Marriott Residence Inn Montréal Centre-ville. Nous espérons avoir le privilège de vous accueillir de nouveau bientôt. N'hésitez pas à nous dire si nous pouvons effectuer une nouvelle réservation pour vous.

**Residence  
Inn®  
Marriott.**

**EXPRESS CHECK-OUT**

**HOTEL BILL ENCLOSED**

Dear Guest:

Thank you for choosing the Residence Inn by Marriott Montreal Downtown.

We understand that you are scheduled to leave today. We would love to say goodbye in person, however if you are in a hurry, we offer the convenience of Express Check-Out. The enclosed bill is your receipt and detail of charges as of 4 a.m. today.

**To complete your Express Check-Out:**

- Leave the keycard in the suite by the phone or drop it by the Front Desk on your way out. Charges incurred will be billed to the credit card on file.

**For charges incurred this morning:**

- Stop by the Front Desk to receive an updated copy of your invoice.

Thank you again for choosing the Residence Inn by Marriott Montreal Downtown. We can't wait to welcome you back. Please let us know if we can make a future reservation for you.

**LÉGENDE / LEGEND**

|                      |   |                           |
|----------------------|---|---------------------------|
| TPS                  | / | Federal tax               |
| TVQ                  | / | Provincial tax            |
| Taxe sur hébergement | / | Lodging tax               |
| Stationnement        | / | Parking                   |
| Chambre              | / | Room rate                 |
| Appel local          | / | Local call                |
| Appel interurbain    | / | Long distance call        |
| Sommaire des taxes   | / | Tax Summary               |
| Autre                | / | Total de la taxe fédérale |
|                      |   | Total of Federal tax      |

FOLIO DU CLIENT  
GUEST FOLIOMarriott Montréal Chateau Champplain • 1, Place du Canada, Montréal, QC H3B 4C9 Canada  
514.878.9000 • Marriott.com/YULCC

2202 ZZ/MCKENNA/CATHERIN 189.00 03/10/16 11:26 17991 14124  
Chambre / Room Nom / Name Tarif / Rate Départ / Depart Heure / Time ACCT# GROUP  
KICV 02/10/16 16:54  
Type Arrivée / Arrive Heure / Time  
151 XXX PASSPORT:

XXX  
Réceptionniste / Room Clerk Adresse / Address

NE 11111

MRW#:

Paiement / Payment

| DATE | REFERENCE / REFERENCE | FRAIS / CHARGES | CREDITS / CREDITS | SOLDE / BALANCE DUE |
|------|-----------------------|-----------------|-------------------|---------------------|
|------|-----------------------|-----------------|-------------------|---------------------|

|                |         |        |        |  |
|----------------|---------|--------|--------|--|
| 02/10 CHAM/RM  | 2202, 1 | 189.00 |        |  |
| 02/10 TPS/GST  | 2202, 1 | 9.78   |        |  |
| 02/10 TVQ/PST  | 2202, 1 | 19.51  |        |  |
| 02/10 TX HB/RM | 2202, 1 | 6.62   |        |  |
| 03/10 CCARD-VS |         |        | 224.91 |  |

A  
B  
P

PAIEMENT/PAYMENT: VISA CARD

| SOMMAIRE DES TAXES          |         |         |
|-----------------------------|---------|---------|
| DESCRIPTION                 | TAXABLE | TAXE    |
| 5 % TPS/GST CHAMBRE (AJK)   |         | 9.78    |
| 9.975% TVQ/PST CHAMB (BL)   |         | 19.51   |
| 5% TPS/GST AUTRE/OTH (CEGI) |         | .00     |
| 9.975% TVQ/PST AUTRE (DFH)  |         | .00     |
| FRAIS NETS                  | TAXE    | CREDITS |
| 195.62                      | 29.29   | 224.91  |
|                             |         | FOLIO   |
|                             |         | .00     |

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
LOUISE.IMBEAULT@CANADA.CA  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Minister

Sat: D

Sunday: X

Monday: D

TPS/GST: R140414228  
TVQ/PST: 1017626015

Ce relevé constitue votre seul reçu. Vous avez accepté de régler vos frais en argent comptant, à l'aide d'un chèque personnel approuvé ou en nous autorisant à porter à votre carte de crédit toutes les sommes facturées à votre compte. Le montant apparaissant dans la colonne « Crédit » à la même ligne que tout numéro de carte de crédit inscrit dans la colonne « Référence » ci-dessus sera porté au compte associé à cette carte de crédit. (L'émetteur de la carte de crédit ne paie pas les frais indiqués ci-dessus, vous devrez les régler vous-même. Dans le cas d'une facturation directe, si le paiement n'est pas effectué dans un délai de 25 jours suivant la date de votre départ, vous devrez nous verser des intérêts sur le solde du compte, calculés à partir de la date de votre départ à un taux mensuel de 1,5 % (taux annuel de 18 %), ou selon le plafond imposé par la loi, en plus des frais raisonnables de recouvrement, y compris les honoraires d'avocat.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (annual rate 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

Pour réserver votre prochain séjour, allez à marriott.com / To secure your next stay, go to marriott.com



VOYAGEZ DE FAÇON EXCEPTIONNELLE  
TRAVEL BRILLIANTLY.

Transaction

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 03/10/2016

Amount: \$0.00 CAD

Meals and incidentals

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|
|----------|--------|----------|---------|

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
01/10/2016      03/10/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location | Breakfast                | Lunch                    | Dinner                              | Incidentals              | Priva<br>Acco            |
|------------|--------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| 01/10/2016 | Canada - Quebec    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/10/2016 | Canada - Quebec    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 03/10/2016 | Canada - Quebec    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Calculate Allowances

### Summary

| Country | Location | Meals | Incidentals | Private Accommodation |
|---------|----------|-------|-------------|-----------------------|
| Canada  | Quebec   | 91.10 | 0.00        | 0.00                  |

Save

Cancel

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend the UNGA Conference in New York City - September 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3T : transfrontalier - avec nuitée

Motif du voyage: Mandat principal - Conférences

Autre objet du voyage:

Nom de la demande de voyage: New York City - September 2016

Date de début du déplacement: 20/09/2016

Date de fin du déplacement: 22/09/2016

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC440222

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                                |          |
|------------------------------------------------|----------|
| Total des dépenses attribuées :                | 1,984.69 |
| (Moins) Total des dépenses non remboursables : | 1,051.40 |
| Total des dépenses remboursables :             | 933.29   |
| Montant total dû voyageur :                    | 933.29   |
| Dépenses non remboursables                     |          |

| Type de dépenses                           | Date       |                                         | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant         |
|--------------------------------------------|------------|-----------------------------------------|--------------------------------------|-----------------------|-----------------|
| 5) Commercial Air                          | 15/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 1,051.40        |
| Manual Prepaid                             |            |                                         |                                      |                       | <u>1,051.40</u> |
| Air Canada                                 |            |                                         |                                      |                       |                 |
| Total des dépenses non remboursables (CAD) |            |                                         |                                      |                       | 1,051.40        |

## Dépenses remboursables

| Type de dépenses                                               | Date       |                                         | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant       |
|----------------------------------------------------------------|------------|-----------------------------------------|--------------------------------------|-----------------------|---------------|
| 11) Taxi                                                       | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 24.69         |
|                                                                |            |                                         | 18.80<br>(USD)                       |                       | <u>24.69</u>  |
| 11) Taxi                                                       | 21/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 18.78         |
|                                                                |            |                                         | 14.30<br>(USD)                       |                       | <u>18.78</u>  |
| 16) Commercial<br>Accommodation                                | 23/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 741.56        |
| Doubletree Hotels                                              |            |                                         | 564.63<br>(USD)                      |                       | <u>741.56</u> |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 125.54        |
|                                                                |            |                                         | 95.59<br>(USD)                       |                       | <u>125.54</u> |
|                                                                | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                                      |                       | 22.72         |
|                                                                |            |                                         | 17.30<br>(USD)                       |                       | <u>22.72</u>  |
| Total des dépenses remboursables (CAD)                         |            |                                         |                                      |                       | 933.29        |

## Récapitulatif codes de taxes

## Résumé des codes financiers

| <b>Codes financiers</b>                 | <b>Total HT<br/>Taxe</b> | <b>Total<br/>TTC Taxe</b> |
|-----------------------------------------|--------------------------|---------------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 1,984.69                 | 1,984.69                  |

## Historique d'autorisation

| <b>Date et heure</b> | <b>Approbateur</b> | <b>État d'autorisation</b> | <b>Commentaire</b> |
|----------------------|--------------------|----------------------------|--------------------|
| 18/10/2016 07:25:22  | Diane Girouard     | Autorisé(e)                |                    |
| 17/10/2016 10:23:53  | Marlo Raynolds     | Autorisé(e)                |                    |

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *17/10/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *17/10/2016*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** *17/10/2016*

Signature

**Nom de la personne  
responsable du  
traitement** *Diane Girouard*

**Date de traitement** *18/10/2016*

**Signature**

## Expense Report Statement

**Expense Report Name:** To attend the UNGA Conference in New York City - September 2016

|                             |                                           |                               |                  |
|-----------------------------|-------------------------------------------|-------------------------------|------------------|
| <b>Traveller Name:</b>      | <i>Catherine McKenna</i>                  | <b>TAN:</b>                   |                  |
| <b>TIN:</b>                 |                                           | <b>Fiscal Year:</b>           | <i>2016-2017</i> |
| <b>Prepared By:</b>         | <i>Amanda Hérault</i>                     | <b>Travel Outside Default</b> | <i>N</i>         |
| <b>Policy Module:</b>       | <i>M3T - Transborder - Overnight Stay</i> | <b>Division:</b>              |                  |
| <b>Trip Purpose:</b>        | <i>Core Mandate - Conferences</i>         | <b>Vendor Code:</b>           |                  |
| <b>Other Trip Purpose:</b>  |                                           | <b>Event:</b>                 |                  |
| <b>Travel Request Name:</b> | <i>New York City - September 2016</i>     |                               |                  |
| <b>Travel Start Date:</b>   | <i>20/09/2016</i>                         |                               |                  |
| <b>Travel End Date:</b>     | <i>22/09/2016</i>                         |                               |                  |
| <b>ER Approval Status:</b>  | <i>Approval Required</i>                  |                               |                  |
| <b>Primary Location:</b>    |                                           |                               |                  |
| <b>Secondary Location:</b>  |                                           |                               |                  |
| <b>Comments:</b>            |                                           |                               |                  |

### Expense Report Summary

#### Expense Summary

|                                                  |                 |
|--------------------------------------------------|-----------------|
| <b>Total allocated expenses :</b>                | <b>1,984.69</b> |
| <b>(Minus) Total non-reimbursable expenses :</b> | <b>1,051.40</b> |
| <b>Total reimbursable expenses :</b>             | <b>933.29</b>   |
| <b>Total due traveller :</b>                     | <b>933.29</b>   |

#### Non-Reimbursable Expenses

| Expense Type      | Date       | Foreign Amount                          | Tax Amount | Amount   |
|-------------------|------------|-----------------------------------------|------------|----------|
| 5) Commercial Air | 15/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |            | 1,051.40 |
| Manual Prepaid    |            |                                         |            | 1,051.40 |
| Air Canada        |            |                                         |            |          |

**Total non-reimbursable expenses (CAD)** **1,051.40**

#### Reimbursable Expenses

| Expense Type | Date | Foreign Amount | Tax Amount | Amount |
|--------------|------|----------------|------------|--------|
|--------------|------|----------------|------------|--------|

| Expense Type                                             | Date       |                                         | Foreign Amount  | Tax Amount | Amount        |
|----------------------------------------------------------|------------|-----------------------------------------|-----------------|------------|---------------|
| 11) Taxi                                                 | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                 |            | 24.69         |
|                                                          |            |                                         | 18.80<br>(USD)  |            | <u>24.69</u>  |
| 11) Taxi                                                 | 21/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                 |            | 18.78         |
|                                                          |            |                                         | 14.30<br>(USD)  |            | <u>18.78</u>  |
| 16) Commercial Accommodation                             | 23/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                 |            | 741.56        |
| Doubletree Hotels                                        |            |                                         | 564.63<br>(USD) |            | <u>741.56</u> |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                 |            | 125.54        |
|                                                          |            |                                         | 95.59<br>(USD)  |            | <u>125.54</u> |
|                                                          | 22/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                 |            | 22.72         |
|                                                          |            |                                         | 17.30<br>(USD)  |            | <u>22.72</u>  |
| Total reimbursable expenses (CAD)                        |            |                                         |                 |            | 933.29        |

### Tax Coding Summary

### Financial Coding Summary

| Financial Coding                        | Total Excl. Tax | Total Incl. Tax |
|-----------------------------------------|-----------------|-----------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 1,984.69        | 1,984.69        |

### Approval History

| Date And Time | Approver | Approval Status | Comment |
|---------------|----------|-----------------|---------|
|---------------|----------|-----------------|---------|

### Signatures



I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date** \_\_\_\_\_

**Signature**



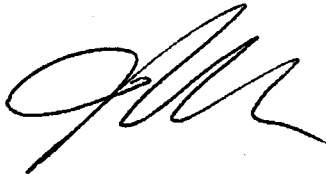
**OCT 14 2016**

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Mario Reynolds*

**Approval Date** \_\_\_\_\_

**Signature**



**OCT 14 2016**

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

## Travel Request

Travel Request Name: New York City - September 2016

|                               |                                           |                               |                  |
|-------------------------------|-------------------------------------------|-------------------------------|------------------|
| <b>Traveller Name:</b>        | <i>Catharine McKenna</i>                  | <b>TAN:</b>                   |                  |
| <b>TIN:</b>                   |                                           | <b>Fiscal Year:</b>           | <i>2016-2017</i> |
| <b>Prepared By:</b>           | <i>Amanda Herault</i>                     | <b>Travel Outside Default</b> | <i>N</i>         |
| <b>Policy Module:</b>         | <i>M3T - Transborder - Overnight Stay</i> | <b>Division:</b>              |                  |
| <b>Trip Purpose:</b>          | <i>Core Mandate - Conferences</i>         | <b>Blanket Travel</b>         | <i>No</i>        |
| <b>Other Trip Purpose:</b>    |                                           | <b>Authority Applied:</b>     |                  |
| <b>Alternative To Travel:</b> | <i>Personal attendance required</i>       | <b>Vendor Code:</b>           |                  |
| <b>Travel Start Date:</b>     | <i>20/09/2016</i>                         | <b>Custom Field 1:</b>        |                  |
| <b>Travel End Date:</b>       | <i>22/09/2016</i>                         | <b>Custom Field 2:</b>        |                  |
| <b>Approval Status:</b>       | <i>Approved</i>                           | <b>Custom Field 3:</b>        |                  |
| <b>Primary Location:</b>      |                                           | <b>Custom Field 4:</b>        |                  |
| <b>Secondary Location:</b>    |                                           | <b>Custom Field 5:</b>        |                  |
| <b>Comments:</b>              |                                           | <b>Event:</b>                 |                  |
|                               | <i>New York City - September 2016</i>     |                               |                  |

### Travel Request Summary

| Expense Summary                         |                 | Advance Summary        |             |
|-----------------------------------------|-----------------|------------------------|-------------|
| <b>Total non-reimbursable expenses:</b> | <i>0.00</i>     | <b>Travel advance:</b> | <i>0.00</i> |
| <b>Total reimbursable expenses:</b>     | <i>1,113.57</i> |                        |             |
|                                         | <b>1,113.57</b> |                        |             |

### Reimbursable Expenses

| Expense Type                                             |                                         | Amount          |
|----------------------------------------------------------|-----------------------------------------|-----------------|
| 11) Taxi                                                 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 75.00           |
| 16) Commercial Accommodation                             | 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 700.00          |
| Doubletree Hotels                                        |                                         |                 |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 338.57          |
|                                                          | <b>Total reimbursable expenses</b>      | <b>1,113.57</b> |

## Financial Coding Summary

| Financial Coding                        | Total<br>Excl.<br>Tax | Total<br>Incl. Tax |
|-----------------------------------------|-----------------------|--------------------|
|                                         |                       |                    |
| 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 1,113.57              | 1,113.57           |

## Approval History

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 11/10/2016 11:06:43 | Marlo Raynolds | Approved        |         |

## Itinerary Details

**PNR:**  
**Trip Status:** *Quoted*

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Core Mandate - Conferences*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**      *Catherine McKenna*      **Submit Date**      11/10/2016

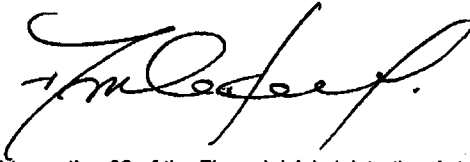
Signature



Submitted on behalf of the Traveller.

**Delegate Name**      *Amanda Herault*      **Submit Date**      11/10/2016

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**      *Mario Reynolds*      **Approval Date**      11/10/2016

Signature



**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-GOEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 476416  
Invoice Date: 15 Sep 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                        |
|-----|--------|------------------|-------------------|----------------------------------|
| AC  | 08664  | 20Sep16 02:50 pm | 20Sep16 04:10 pm  | OTTAWA INTL - NEW YORK LAGUARDIA |
| AC  | 08665  | 22Sep16 04:40 pm | 22Sep16 06:06 pm  | NEW YORK LAGUARDIA - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL           |
|------------------------------|--------------|-------------|----------------|-----------------|
| AIR CANADA 2167409161        | 807.00       | 43.95       | 116.55         | 967.50          |
| BSP CANADA, IATA 0065709762  | 79.90        | 4.00        | 0.00           | 83.90           |
| Total Fares:                 |              |             |                | 886.90          |
| Total Taxes:                 |              |             |                | 116.55          |
| Total GST/HST:               |              |             |                | 47.95           |
| <b>Invoice Total:</b>        |              |             |                | <b>1,051.40</b> |
| <b>Payment(s):</b>           |              |             |                |                 |
| 15 Sep 16 Credit Card        |              |             |                | 967.50          |
| 15 Sep 16 Credit Card        |              |             |                | 83.90           |
| <b>Total Payments:</b>       |              |             |                | <b>1,051.40</b> |
| <b>Balance Due (CAD):</b>    |              |             |                | <b>0.00</b>     |

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

NAME: MCKENNA/CATHERINE MS TKT: 014 21 67409161 1

FF:

REF: 1

CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST

1. AC 8664 U 20SEP16 YOW LGA 1450 OK U3Q1TP USED

2. AC 8665 G 22SEP16 LGA YOW 1640 OK G7S1TP USED

NVB:1/20SEP16 2/22SEP16 3/ 4/

NVA:1/20SEP16 2/22SEP16 3/ 4/

FR: CAD 807.00 TX: CA 12.10 TX: XG 40.96

TX: XT 107.44

EQ:

TL: CAD 987.50

FARE CALCULATION

20SEP16YOW AC NYC R557.00AC YOW R250.00CAD807.00 END ROE1.00

XT2.99RC23.00SQ7.21YC46.64US5.19XA9.17XY7.34AY XF5.90LGA4.50

FOP:

APC: 092646

FOP:

END: AC ONLY/NONREF/CHGFEE -BG:AC

62990476/15SEP16/YWGAWAC / WW

WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 476416  
Invoice Date: 15 Sep 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)



Doubletree Metropolitan Hotel New York  
569 Lexington Ave.  
New York, NY 10022  
United States of America  
TELEPHONE 212-752-7000 • FAX (212)758-6311  
Reservations  
www.doubletree.com or 1-800-222-TREE

MCKENNA, CATHERINE (1 OF 2)

FACRE COEUR

GLOUCESTER ON K1A0H3  
CANADA

Room No: 1109/NQ1  
Arrival Date: 9/20/2016 2:32:00 PM  
Departure Date: 9/21/2016 8:06:00 AM  
Adult/Child: 1/0  
Cashier ID:  
Room Rate: 799.00  
AL:  
HH # 466912621 BLUE  
VAT #  
Folio No/Che

Confirmation Number:

Doubletree Metropolitan Hotel New York 9/23/2016 2:29:00 PM

| DATE      | DESCRIPTION              | ID | REF NO  | CHARGES  | CREDIT     | BALANCE |
|-----------|--------------------------|----|---------|----------|------------|---------|
| 9/20/2016 | GUEST ROOM               |    | 9057468 | \$489.00 |            |         |
| 9/20/2016 | NY CITY 5.875% TAX       |    | 9057468 | \$28.73  |            |         |
| 9/20/2016 | NY STATE 8.875% TAX      |    | 9057468 | \$43.40  |            |         |
| 9/20/2016 | NYC \$3.50 OCCUPANCY TAX |    | 9057468 | \$3.50   |            |         |
| 9/21/2016 | MC                       |    | 9058381 |          | (\$920.35) |         |
| 9/23/2016 | MC                       |    | 9062743 | \$355.72 |            |         |

EXPENSE REPORT  
SUMMARY

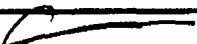
|              |           |            |
|--------------|-----------|------------|
|              | 9/20/2016 | STAY TOTAL |
| ROOM AND TAX | \$564.63  | \$564.63   |
| DAILY TOTAL  | \$564.63  | \$564.63   |

Thank you and we hope you were satisfied with your stay and will grade us "9 or 10" in all areas when you receive a satisfaction survey from Hilton. If there is anything we can do for you prior to your departure, please contact the Front Desk Manager.

CREDIT CARD DETAIL

|                |         |             |              |
|----------------|---------|-------------|--------------|
| APPR CODE      | 143138  | MERCHANT ID | 421249177880 |
| CARD NUMBER    | MC      | EXP DATE    | 06/18        |
| TRANSACTION ID | 9058381 | TRANS TYPE  | Sale         |

s.16(2)  
s.19(1)

|                        |                                                                                    |   |   |      |
|------------------------|------------------------------------------------------------------------------------|---|---|------|
| Traveler Name:         | Caillin                                                                            |   |   |      |
| Location:              | NYC                                                                                |   |   |      |
| Dates of travels:      |                                                                                    |   |   |      |
| Meals and Incidentals: | B                                                                                  | L | D | Inc. |
| Monday                 |                                                                                    |   |   |      |
| Tuesday                |                                                                                    |   |   |      |
| Wednesday              | ✓                                                                                  | ✓ | ✓ | ✓    |
| Thursday               | ✓                                                                                  |   |   |      |
| Friday                 |                                                                                    |   |   |      |
| Saturday               |                                                                                    |   |   |      |
| Sunday                 |                                                                                    |   |   |      |
| Hotel receipt(s)       | ✓                                                                                  |   |   |      |
| Taxi receipts          |                                                                                    |   |   |      |
| Miscellaneous receipts |                                                                                    |   |   |      |
| Traveler Signature     |  |   |   |      |

→ Same for  
Minister

Please do not include meals that were  
provided during this trip

--ORIGINAL--  
MED# 6V80  
DRIVER:  
CUSTOMER COPY  
09/22/16 TR 4172  
START END MILES  
00:51 01:06 3.9  
REGULAR FARE  
RATE 1:\$ 14.50  
EXTRA: \$ 0.50  
SURCH: \$ 0.00  
STSRCH:\$ 0.50  
IMSRCH:\$ 0.30  
TIP: \$ 3.00  
TOTAL: \$ 18.80

CARD TYPE: VISA

AUTH:022401

THANKS  
TO CONTACT TLC  
DIAL 3-1-1

THANKS  
TO CONTACT TLC  
DIAL 3-1-1

Ronart

TRIP HISTORY  
Date: 09/21/16  
Trip: 2021  
Cab:  
Start Time: 19:30  
End Time: 19:43  
Distance: 0.9

PAYMENT DETAILS  
Method: CREDIT  
Fare: \$ 9.50  
Extra: \$ 1.00  
Toll: \$ 0.00  
Srch: \$ 0.00  
Tip: \$ 3.00  
Tax: \$ 0.50  
ImSrch: \$ 0.30  
TOTAL: \$ 14.30



Transaction

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 22/09/2016

Amount: \$148.26 CAD ( Original Amount \$112.90 USD)

Meals and Incidentals

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|
|----------|--------|----------|---------|

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
20/09/2016      22/09/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location                  | Breakfast                           | Lunch                               | Dinner                              | Incidentals                         | Private Accommodation    |
|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 20/09/2016 | United States - All other locations | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| 21/09/2016 | United States - All other locations | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22/09/2016 | United States - All other locations | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

Calculate Allowances

### Summary

| Country       | Location            | Meals  | Incidentals | Private Accommodation |
|---------------|---------------------|--------|-------------|-----------------------|
| United States | All other locations | 125.55 | 22.72       | 0.00                  |

Delete

Save

Cancel



## 10-Year Currency Converter

**Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing**

For more information, see the related **press release**

(<http://www.bankofcanada.ca/2016/02/bank-canada-announces-future-changes-published-foreign-exchange-rate-data/>) and **background information**

(<http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/>).

### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of transaction prices and price quotes from financial institutions. Please read our full **terms and conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

### 1.00 CAD ( Canadian Dollar )

#### USD ( U.S. dollar (noon) )

|      |            |        |
|------|------------|--------|
| Low  | 2016-09-20 | 0.7560 |
| High | 2016-09-22 | 0.7669 |

| Date       | USD = U.S. dollar (noon) | Exchange rate   |
|------------|--------------------------|-----------------|
| 2016-09-20 | 0.76 USD                 | 0.7560 [1.3228] |
| 2016-09-21 | 0.76 USD                 | 0.7584 [1.3186] |
| 2016-09-22 | 0.77 USD                 | 0.7669 [1.3039] |

$$1.3228 + 1.3039 = 2.6267/2$$

1.31335

### See Also

Daily Currency Converter (<http://www.bankofcanada.ca/rates/exchange/daily-converter/>)

### Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

### Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: Commission for Environmental Corporation event - Merida, Mexico - 8-10 September 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Mandat principal - Conférences

Autre objet du voyage:

Nom de la demande de voyage: Mexico September 2016

Date de début du déplacement: 08/09/2016

Date de fin du déplacement: 10/09/2016

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC435524

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

|                                                |          |
|------------------------------------------------|----------|
| Total des dépenses attribuées :                | 2,945.18 |
| (Moins) Total des dépenses non remboursables : | 2,594.79 |
| Total des dépenses remboursables :             | 350.39   |
| Montant total dû voyageur :                    | 350.39   |
| Dépenses non remboursables                     |          |

| Type de dépenses                           | Date       | Montant en devise étrangère             | Montant de la taxe | Montant         |
|--------------------------------------------|------------|-----------------------------------------|--------------------|-----------------|
| 5) Commercial Air                          | 31/08/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                    | 2,594.79        |
| Manual Prepaid                             |            |                                         |                    | <u>2,594.79</u> |
| Aero Airlines                              |            |                                         |                    |                 |
| Aero Mexico - Lower Business Class fare    |            |                                         |                    |                 |
| Total des dépenses non remboursables (CAD) |            |                                         |                    | 2,594.79        |

### Dépenses remboursables

| Type de dépenses                                         | Date       | Montant en devise étrangère             | Montant de la taxe | Montant       |
|----------------------------------------------------------|------------|-----------------------------------------|--------------------|---------------|
| 16) Commercial Accommodation                             | 10/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                    | 230.91        |
| Hyatt Hotels And Resorts                                 |            | 3,332.03 (MXN)                          |                    | <u>230.91</u> |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 10/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                    | 74.49         |
|                                                          |            | 1,076.92 (MXN)                          |                    | <u>74.49</u>  |
|                                                          | 10/09/2016 | 51497 - 282202 - 0070 - PBJ2 - 2001 - - |                    | 44.99         |
|                                                          |            | 650.43 (MXN)                            |                    | <u>44.99</u>  |
| Total des dépenses remboursables (CAD)                   |            |                                         |                    | 350.39        |

### Récapitulatif codes de taxes

### Résumé des codes financiers

| Codes financiers                        | Total HT Taxe | Total TTC Taxe |
|-----------------------------------------|---------------|----------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 2,900.19      | 2,900.19       |
| 51497 - 282202 - 0070 - PBJ2 - 2001 - - | 44.99         | 44.99          |

### Historique d'autorisation

| Date et heure       | Approbateur     | État d'autorisation  | Commentaire |
|---------------------|-----------------|----------------------|-------------|
| 06/10/2016 14:00:13 | Diane Girouard  | Autorisé(e)          |             |
| 06/10/2016 13:52:42 | Marlo Reynolds  | Autorisé(e)          |             |
| 06/10/2016 13:26:16 | Patrick Plouffe | Transaction modifiée |             |
| 27/09/2016 14:04:43 | Marlo Reynolds  | Autorisé(e)          |             |

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *27/09/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Patrick Plouffe*

**Date de soumission** *27/09/2016*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Reynolds*

**Date d'autorisation** *06/10/2016*

Signature

**Nom de la personne  
responsable du  
traitement** *Diane Girouard*

**Date de traitement** *06/10/2016*

Signature

## Expense Report Statement

**Expense Report Name: Commission for Environmental Corporation event - Merida, Mexico - 8-10 September 2016**

|                             |                                            |                                         |                  |
|-----------------------------|--------------------------------------------|-----------------------------------------|------------------|
| <b>Traveller Name:</b>      | <i>Catherine McKenna</i>                   | <b>Online TAN:</b>                      | <i>AMC435524</i> |
| <b>TIN:</b>                 |                                            | <b>Fiscal Year:</b>                     | <i>2016-2017</i> |
| <b>Prepared By:</b>         | <i>Amanda Herault</i>                      | <b>Travel Outside Default Division:</b> | <i>N</i>         |
| <b>Policy Module:</b>       | <i>M4 - International - Overnight Stay</i> | <b>Vendor Code:</b>                     |                  |
| <b>Trip Purpose:</b>        | <i>Core Mandate - Conferences</i>          | <b>Event:</b>                           |                  |
| <b>Other Trip Purpose:</b>  |                                            |                                         |                  |
| <b>Travel Request Name:</b> | <i>Mexico September 2016</i>               |                                         |                  |
| <b>Travel Start Date:</b>   | <i>08/09/2016</i>                          |                                         |                  |
| <b>Travel End Date:</b>     | <i>10/09/2016</i>                          |                                         |                  |
| <b>ER Approval Status:</b>  | <i>Approval Required</i>                   |                                         |                  |
| <b>Primary Location:</b>    |                                            |                                         |                  |
| <b>Secondary Location:</b>  |                                            |                                         |                  |
| <b>Comments:</b>            |                                            |                                         |                  |

## Expense Report Summary

## Expense Summary

|                                                  |                 |
|--------------------------------------------------|-----------------|
| <b>Total allocated expenses :</b>                | <b>2,923.96</b> |
| <b>(Minus) Total non-reimbursable expenses :</b> | <b>2,594.79</b> |
| <b>Total reimbursable expenses :</b>             | <b>329.17</b>   |
| <b>Total due traveller :</b>                     | <b>329.17</b>   |

### Non-Reimbursable Expenses

| Expense Type                            | Date       | Foreign Amount                          | Tax Amount | Amount   |
|-----------------------------------------|------------|-----------------------------------------|------------|----------|
| 5) Commercial Air                       | 31/08/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |            | 2,594.79 |
| Manual Prepaid                          |            |                                         |            | 2,594.79 |
| Aero Airlines                           |            |                                         |            |          |
| Aero Mexico - Lower Business Class fare |            |                                         |            |          |
| Total non-reimbursable expenses (CAD)   |            |                                         |            | 2,594.79 |

## Reimbursable Expenses

| Expense Type | Date | Foreign Amount | Tax Amount | Amount |
|--------------|------|----------------|------------|--------|
|--------------|------|----------------|------------|--------|

| Expense Type                                             | Date       |                                         | Foreign Amount | Tax Amount | Amount |
|----------------------------------------------------------|------------|-----------------------------------------|----------------|------------|--------|
| 16) Commercial Accommodation                             | 10/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                |            | 230.91 |
| Hyatt Hotels And Resorts                                 |            |                                         | 3,332.03 (MXN) |            | 230.91 |
| 2) Allowance: Meals, Incidentals & Private Accommodation | 10/09/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - - |                |            | 98.26  |
|                                                          |            |                                         | 1,417.89 (MXN) |            | 98.26  |
| Total reimbursable expenses (CAD)                        |            |                                         |                |            | 329.17 |

### Tax Coding Summary

### Financial Coding Summary

| Financial Coding                        | Total Excl. Tax | Total Incl. Tax |
|-----------------------------------------|-----------------|-----------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - - | 2,923.96        | 2,923.96        |

### Approval History

| Date And Time | Approver | Approval Status | Comment |
|---------------|----------|-----------------|---------|
|---------------|----------|-----------------|---------|

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Catherine McKenna Submit Date \_\_\_\_\_

Signature  SEP 27 2016

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name Marlo Raynolds Approval Date \_\_\_\_\_

Signature  SEP 27 2016



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

## Travel Request

Travel Request Name: Mexico September 2016

|                               |                                            |                                          |                  |
|-------------------------------|--------------------------------------------|------------------------------------------|------------------|
| <b>Traveller Name:</b>        | <i>Catherine McKenna</i>                   | <b>Online TAN:</b>                       | <i>AMC435524</i> |
| <b>TIN:</b>                   |                                            | <b>Fiscal Year:</b>                      | <i>2016-2017</i> |
| <b>Prepared By:</b>           | <i>Amanda Herault</i>                      | <b>Travel Outside Default Division:</b>  | <i>N</i>         |
| <b>Policy Module:</b>         | <i>M4 - International - Overnight Stay</i> | <b>Blanket Travel Authority Applied:</b> | <i>No</i>        |
| <b>Trip Purpose:</b>          | <i>Core Mandate - Conferences</i>          | <b>Vendor Code:</b>                      |                  |
| <b>Other Trip Purpose:</b>    |                                            | <b>Custom Field 1:</b>                   |                  |
| <b>Alternative To Travel:</b> | <i>Personal attendance required</i>        | <b>Custom Field 2:</b>                   |                  |
| <b>Travel Start Date:</b>     | <i>08/09/2016</i>                          | <b>Custom Field 3:</b>                   |                  |
| <b>Travel End Date:</b>       | <i>10/09/2016</i>                          | <b>Custom Field 4:</b>                   |                  |
| <b>Approval Status:</b>       | <i>Approved</i>                            | <b>Custom Field 5:</b>                   |                  |
| <b>Primary Location:</b>      |                                            | <b>Event:</b>                            |                  |
| <b>Secondary Location:</b>    |                                            |                                          |                  |
| <b>Comments:</b>              | <i>Mexico September 2016</i>               |                                          |                  |

### Travel Request Summary

#### Expense Summary

|                                         |               |
|-----------------------------------------|---------------|
| <b>Total non-reimbursable expenses:</b> | <i>0.00</i>   |
| <b>Total reimbursable expenses:</b>     | <i>624.92</i> |
|                                         | <i>624.92</i> |

#### Advance Summary

|                        |             |
|------------------------|-------------|
| <b>Travel advance:</b> | <i>0.00</i> |
|------------------------|-------------|

### Reimbursable Expenses

| <b>Expense Type</b>                                                                                 | <b>Amount</b> |
|-----------------------------------------------------------------------------------------------------|---------------|
| 16) Commercial Accommodation<br>51497 - 285100 - 0070 - PBJ2 - 2001 - -<br>Hyatt Hotels And Resorts | 275.00        |
| 2) Allowance: Meals, Incidentals & Private Accommodation<br>51497 - 285100 - 0070 - PBJ2 - 2001 - - | 349.92        |
| <b>Total reimbursable expenses</b>                                                                  | <b>624.92</b> |

### Financial Coding Summary

**Financial Coding**

51497 - 285100 - 0070 - PBJ2 - 2001 - -

| Total<br>Excl.<br>Tax | Total<br>Incl. Tax |
|-----------------------|--------------------|
| 624.92                | 624.92             |

**Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 19/09/2016 11:43:31 | Mario Raynolds | Approved        |         |

**Itinerary Details**

|              |        |                       |                            |
|--------------|--------|-----------------------|----------------------------|
| PNR:         |        | Traveller Type:       | Minister                   |
| Trip Status: | Quoted | Primary Trip Purpose: | Core Mandate - Conferences |

Total Itinerary Cost (CAD) 0.00

**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

|                |                   |             |            |
|----------------|-------------------|-------------|------------|
| Traveller Name | Catherine McKenna | Submit Date | 19/09/2016 |
|----------------|-------------------|-------------|------------|

Signature



Submitted on behalf of the Traveller.

|               |                |             |            |
|---------------|----------------|-------------|------------|
| Delegate Name | Amanda Hauralt | Submit Date | 19/09/2016 |
|---------------|----------------|-------------|------------|


Signature



Certified pursuant to section 32 of the Financial Administration Act.

|               |                |               |            |
|---------------|----------------|---------------|------------|
| Approver Name | Mario Raynolds | Approval Date | 19/09/2016 |
|---------------|----------------|---------------|------------|

Signature



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 474840  
Invoice Date: 31 Aug 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                               |
|-----|--------|------------------|-------------------|-----------------------------------------|
| AM  | 07313  | 08Sep16 07:00 am | 08Sep16 08:02 am  | OTTAWA INTL - TORONTO PEARSON           |
| AM  | 00693  | 08Sep16 09:15 am | 08Sep16 01:10 pm  | TORONTO PEARSON - MEXICO CITY JUAREZ    |
| AM  | 00527  | 08Sep16 03:25 pm | 08Sep16 05:25 pm  | MEXICO CITY JUAREZ - MERIDA REJON       |
| AM  | 00536  | 10Sep16 08:49 am | 10Sep16 10:55 am  | MEXICO CITY JUAREZ - MEXICO CITY JUAREZ |
| AC  | 00992  | 10Sep16 01:05 pm | 10Sep16 08:40 pm  | MEXICO CITY JUAREZ - TORONTO PEARSON    |
| AC  | 00466  | 10Sep16 08:15 pm | 10Sep16 09:18 pm  | TORONTO PEARSON - OTTAWA INTL           |

| REFERENCE / SALE DESCRIPTION                            | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL           |
|---------------------------------------------------------|--------------|-------------|----------------|-----------------|
| Ticket # 9565694780/81 for MCKENNA/CATHERINE<br>MARY MS | 2,274.00     | 4.03        | 233.81         | 2,511.84        |
| BSP CANADA, IATA 0065697595                             | 79.00        | 3.95        | 0.00           | 82.95           |
| Total Fares:                                            |              |             |                | 2,353.00        |
| Total Taxes:                                            |              |             |                | 233.81          |
| Total GST/HST:                                          |              |             |                | 7.98            |
| Invoice Total:                                          |              |             |                | <b>2,594.79</b> |
| Payment(s):                                             |              |             |                |                 |
| 31 Aug 16 Credit Card                                   |              |             |                | 2,511.84        |
| 31 Aug 16 Credit Card                                   |              |             |                | 82.95           |
| Total Payments:                                         |              |             |                | <b>2,594.79</b> |
| Balance Due (CAD):                                      |              |             |                | <b>0.00</b>     |



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 474840  
Invoice Date: 31 Aug 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

+++ AIR TICKET PLUS SERVICE FEE ( LOWER BUSINESS CLASS FARE) +++

TKT: 139 9565 694780-781 NAME: MCKENNA/CATHERINE MARY MS

CC: FF:

ISSUED: 31AUG16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AM ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN

USED AM 7313 D 08SEP YOWYYZ 0700A OK DOPM 1

NVB08SEP NVA08SEP

USED AM 0693 D 08SEP YYZMEX 0915A OK DOPM 2

NVB08SEP NVA08SEP

USED AM 0527 D 08SEP MEXMID 0325P OK DOPM 3

NVB08SEP NVA08SEP

USED AM 0536 C 10SEP MIDMEX 0849A OK CSLPP 4

----781----

)> USED AC 0992 P 10SEP MEXYYZ 0105P OK P0YEXQ 1

NVB10SEP NVA10SEP

USED AC 0466 P 10SEP YYZYOW 0815P OK P0YEXQ 2

NVB10SEP NVA10SEP

FARE: CAD 2274.00 TAX: 25.91 CA TAX: 4.03 RC

TAX: 207.90 XT TOTAL: CAD 2511.84

NONEND-NONREF

CHG-CXL - FEE APPLIES

NONEND

REF-CHG-CXL FREE OF CHARGE

8SEP YOW AM X/YTO AM X/MEX AM MID Q YOWMID82.17Q YO

)> WMID5.86 986.13AM MEX Q24.00 199.00AC X/YTO AC YOW

Q MEXYOW5.86 476.63NUC1779.65END ROE1.27771 XT 105.

00YQ 43.50XD 31.00SQ 27.30UK 1.10YR

RLOC 1V AM JVNVGU

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8008  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

s.16(2)

s.19(1)



**HYATT**  
REGENCY

Mr Catherine McKenna

Mexico ,  
Mexico, 97000,  
Mexico

Document Released Under the Access to  
Information Act / Document divulgué en vertu  
de la Loi sur l'accès à l'information.  
**HYATT REGENCY MERIDA**  
Inmobiliaria Hotelera Montecristo, S.A. DE C.V.  
Calle 60 No. 344 por 35 y Av. Colón  
Mérida , Yucatán.  
Teléfonos: (52-999) 942-1234  
R.F.C. IHM-910524- UB0

Room No./ Habitación : 0715  
Arrival/ Llegada : 08 SEP 16  
Departure/ Salida : 10 SEP 16  
Page No./ Pagina No. : 1 of 1  
Printed/ Impreso : 10 Sep 2016 07:29  
Cashier No./ Cajero :

**INFORMATION INVOICE/ FOLIO INFORMATIVO**

| DATE / FECHA | DESCRIPTION / DESCRIPCION | REFERENCE / REFERENCIA | DEBIT / DEBITO | CREDIT / CREDITO |
|--------------|---------------------------|------------------------|----------------|------------------|
| 08 SEP 16    | Group-G Room              | [Add: 16%.(B)]         | 1,666.00       |                  |
| 09 SEP 16    | Group-G Room              | [Add: 16%.(B)]         | 1,666.00       |                  |
| 10 SEP 16    | Visa Manual               |                        |                | 3,332.00         |

**Hyatt Gold Passport Summary**

Total 3,332.00 3,332.00

No Membership to be credited.

Balance 0.00 MXN

Join Hyatt Gold Passport today and start earning points  
for stays, dining and more.  
Visit [goldpassport.com](http://goldpassport.com).

Summary invoice, please see front desk for eligibility  
details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible  
for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Me comprometo a pagar todos los gastos incurridos durante mi estancia si mi compania o asociacion no llegase a liquidarla misma.

**Signature/ Firma**

000094

|                        |                               |   |   |      |
|------------------------|-------------------------------|---|---|------|
| Traveler Name:         | Minister<br>Catherine McKenna |   |   |      |
| Location:              | Merida Mexico                 |   |   |      |
| Dates of travels:      | Sept 8-10, 2016               |   |   |      |
| Meals and Incidentals: | B                             | L | D | Inc. |
| Monday                 |                               |   |   |      |
| Tuesday                |                               |   |   |      |
| Wednesday              |                               |   |   |      |
| Thursday               |                               | 1 |   |      |
| Friday                 |                               |   |   |      |
| Saturday               |                               | 1 | 1 |      |
| Sunday                 |                               |   |   |      |
| Hotel receipt(s)       | attached                      |   |   |      |
| Taxi receipts          | Ø                             |   |   |      |
| Miscellaneous receipts | Ø                             |   |   |      |
| Traveler Signature     |                               |   |   |      |

Please do not include meals that were  
provided during this trip

Transaction

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 10/09/2016

Amount: \$98.26 CAD ( Original Amount \$1,417.94 MXN)

Meals and incidentals

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|
|----------|--------|----------|---------|







### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

|                                                                                              |                                                                                              |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Start Date                                                                                   | End Date                                                                                     |
| 08/09/2016  | 10/09/2016  |

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location           |                                                                                     | Breakfast                | Lunch                               | Dinner                              | Incidentals              | Private Accommodation    |                                                                                       |
|------------|------------------------------|-------------------------------------------------------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
| 08/09/2016 | Mexico - All other locations |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |    |
| 09/09/2016 | Mexico - All other locations |  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10/09/2016 | Mexico - All other locations |  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

Calculate Allowances

### Summary

| Country | Location            | Meals | Incidentals | Private Accommodation |
|---------|---------------------|-------|-------------|-----------------------|
| Mexico  | All other locations | 98.27 | 0.00        | 0.00                  |



http://www.bankofcanada.ca/rates/exchange/10-year-converter 10-Year Currency Converter

Home 2016 Accommodation an... Home - Minister's Office ( Transparency - Transparen...

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

1.00 CAD ( Canadian Dollar )

MXN ( Mexican peso )

|            |                    |                   |
|------------|--------------------|-------------------|
| Low        | 2016-09-08         | 14.4196           |
| High       | 2016-09-12         | 14.5836           |
| Date       | MXN = Mexican peso | Exchange rate     |
| 2016-09-08 | 14.42 MXN          | 14.4196 [0.06935] |
| 2016-09-09 | 14.46 MXN          | 14.4671 [0.06917] |
| 2016-09-12 | 14.58 MXN          | 14.5836 [0.06857] |

## Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

$$0.06935 + 0.06917 = 0.13852$$

$$0.13852 \div 2 = \underline{0.06926}$$

↓  
0.0693